

APPLICATION FOR SUBSTITUTE TEACHER

WILLIAMSPORT AREA SCHOOL DISTRICT

School Term: **24-25**

CSIU Emp. ID# _____

FOR OFFICE USE ONLY: Board Approval Date

Act 151 C.Ab _____	W4 _____	Phys _____ TB _____	Payroll Offc _____
FBI _____ p/o _____	Dir Dep _____	Local Svc Tax _____	I-9 w/ID _____
Act 34 C.Rec _____	Mun EITax _____	w/Pay Stub _____	Board Policies _____
Act 24 A/C _____	AESOP _____ / _____	Work Comp _____	Job Descript _____
Act 126 _____	Degree Copied _____	Memo Confid _____	Sent/Payroll _____
Act 168, # ret _____	Email _____		

LAST NAME FIRST NAME MI EMAIL ADDRESS

STREET ADDRESS CITY STATE ZIP

() ()

PRIMARY PHONE NUMBER SECONDARY PHONE NUMBER SOCIAL SECURITY # PPID # (from PDE)

In case of Emergency please contact:

Name Daytime Phone # Alternative Phone # Relationship

AREA OF CERTIFICATION ADDITIONAL AREA(S) OF CERTIFICATION

DEGREE: BACHELOR'S MASTER'S

I AM NOT CERTIFIED IN THE FOLLOWING AREAS, BUT WOULD AGREE TO BE CALLED AS NEEDED TO SUB FOR:(check all that apply)

Art Music Phys Ed Special Education Alternative Education plus ALL other Subjects

I HAVE READ THE ATTACHED JOB DESCRIPTION(S) AND CAN ATTEST THAT I AM ABLE TO PERFORM THE DUTIES AS OUTLINED. Yes No

If yes, can you perform the essential functions of this job with or without reasonable accommodation? Yes No

I AM AVAILABLE ON THE FOLLOWING DAYS (please check any that apply): ___ ALL ___ M ___ T ___ W ___ TH ___ F

I AM WILLING TO WORK IN ALL LOCATIONS/SCHOOLS OR ONLY SCHOOLS/LOCATIONS AS CHECKED BELOW (indicate all that apply):

Cochran Grades K-3 Hepburn Grades K-3 Jackson Grades K-3 Curtin Grades 4-6
Lyc0 Valley Grades 4-6 Middle School Grades 7-8 High School Grades 9-12

ARE YOU A PSERS RETIREE? YES NO

GENERAL BACKGROUND INFORMATION:

-Have you previously worked for the Williamsport Area School District? YES NO

If so, what was your position? _____

-Were you ever convicted of a criminal offense (other than a Summary Offense)? Yes No

NOTE: A "yes" response will not necessarily bar you from further consideration. Please attach a separate sheet with explanation.

I also understand that the District offers substitute employees the opportunity to participate in Tax Sheltered Annuities. For more information, please refer to the district website @ www.wasd.org

I CERTIFY THAT ALL OF THE PRECEDING INFORMATION IS ACCURATE:

SIGNATURE OF APPLICANT

DATE

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 2020, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. For information regarding civil rights (www2.ed.gov) or grievance procedures, services, training materials, activities, and facilities that are accessible to and usable by handicapped individuals, contact the Title IX coordinator, Mrs. Anne Logue (alogue@wasd.org), Director of Human Resources, for issues related to staff, or Dr. Brandon Pardoe (bpardoe@wasd.org), Director of Student Services, for issues related to students. Both are located at the Williamsport Area School District, 2780 West 4th Street, Williamsport. Telephone number 570-327-5500, ext. 40210 for Mrs. Logue and ext. 40310 for Dr. Pardoe. (Yellow) Revised 4/24

GENERAL JOB DESCRIPTION – CLASSROOM TEACHER

BASIC FUNCTION

The Classroom Teacher plans, and administers the instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Directors, state and federal agencies. He/she will create an environment that encourages learning, motivates students to develop skills, attitudes and knowledge needed to establish a firm foundation to perpetuate the learning experience throughout the primary, intermediate, middle, and high school levels. The Classroom Teacher will utilize all resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in his/her educational experience.

The position of Classroom Teacher is a 188 day position and shall include active participation in the school's operation to support a positive learning environment. This position reports to and is evaluated annually by the Building Principal and/or his/her designee.

EDUCATION AND EXPERIENCE

The requirements for this position are a minimum of a bachelor's degree and appropriate Pennsylvania Department of Education (PDE) certification and any other qualifications prescribed by law.

KNOWLEDGE, SKILLS AND ABILITIES

The Classroom Teacher will demonstrate proficiency with the WASD curriculum, PA Eligible Content, PA Core, and other appropriate assessments. He/She will strengthen his/her abilities by reviewing innovative programs supported by best practice and research, while following the district's curriculum plan.

The Classroom Teacher must be able to articulate the school and district goals regarding the appropriate level educational program to staff, students, parents and community members. He/She must possess the knowledge, pedagogical abilities and attitudes necessary to be a successful scholar, decision maker and agent for curriculum enhancement and change. He/She must be aware of and comfortable using computer and technological applications as educational tools, to include utilizing E-mail, Microsoft Word, spreadsheet and curriculum based software.

AUTHORITY AND RESPONSIBILITIES ((E) Designates Essential Functions):

1. Teaches reading, language arts, social studies, mathematics, science and/or other subject specific appropriate learning activities utilizing the course of study adopted by the Board of Directors. (E)
2. Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.
3. Develops clear and appropriate lesson plans and identifies instructional materials on a weekly basis (minimum). (E)
4. Provides individualized and small group instruction (as necessary) to adapt the curriculum to the needs of each pupil. Determines the appropriate pace for instruction related to students' abilities and explains material and subject content to students and parents. Differentiates instruction for students based upon need and works with students and other teachers in inclusive settings.
5. Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students. (E)
6. Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students parents. (as necessary). (E)
7. Uses data to improve the learning and instruction process. (E)
8. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude and learning problems.
9. Creates an effective learning environment.
10. Participates in the selection of books and other instructional materials.
11. Supervises students in out-of-classroom activities during the assigned work day. (E)
12. Administers group standardized tests in accordance with District regulations.
13. Participates in curriculum development programs.
14. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
15. Maintains professional competence through District sponsored in-service programs and approved professional development activities. (E)
16. Demonstrates regular and timely attendance. (E)
17. Is able to speak and write in a clear, concise manner. (E)
18. Is able to move throughout the building (all floors) and school grounds as necessary. (E)
19. Is able to lift a minimum of fifty (50) lbs. (E)
20. Collaborates and cooperates with other professional staff members and administrators in facilitating the delivery of the entire educational program to students, to include art, ESC, music, physical education, remedial and gifted programs.
21. Follows all Board policies, and building procedures and submits required information and reports within identified timelines. (E)
22. Performs other duties as may be assigned by the Building Principal, Superintendent or his/her designee.

This job description is not an exhaustive list of all responsibilities, skills, tasks, requirements, efforts, or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify essential functions of the job, or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs or technical developments).