

CHSD MISSION STATEMENT

The Cambria Heights School District provides each student with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. Our dedicated staff joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

This emergency permit will **only** be valid to substitute in the **Cambria Heights School District.**

**TO SIGN UP FOR TRAINING OR
FOR ADDITIONAL QUESTIONS OR
INFORMATION PLEASE
CONTACT...**

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**Cambria Heights
School District**



**Guest
Substitute
Teacher Program**

Program Details

The Cambria Heights School District Guest Substitute Teacher Program trains individuals with Bachelor's degrees to become guest substitute teachers.

TRAINING WILL BE HELD ON TUESDAY, JANUARY 31, 2023 AT 8:45 AM, starting at the HIGH SCHOOL OFFICE. Call 814-674-3626 to sign up!

Individuals completing the application and training process will receive an Emergency Teaching Permit issued from the Pennsylvania Department of Education. The permit is valid for day-to-day substitute teaching assignments valid for the school year in which they are obtained and may be renewed. Emergency permits received from this program will be issued for all subject areas K-12. The emergency permit may only be used in the Cambria Heights School District. **The pay rate for a Guest Substitute Teacher is \$95.00 per day.**

Paperwork Requirements

Clearance applications are available on the CHSD website (www.chsd1.org) and must be less than one year old at time of hire. School employees are required to update clearances every 60 months. Clearances obtained for "volunteer" purposes are not acceptable for employment.

- PA State Police Criminal Record Check and PA Child Abuse History clearance – you must register for employment purposes.

Clearances (Cont.)

- FBI Clearance – Register through the Cogent System selecting the **PA Dept. of Education** option, then be fingerprinted at a designated location. Submit registration receipt with the PAE # to the CHSD Administrative Office.
- Act 168 requires detailed background information from the current employer, and all previous employers (when that included direct contact with children). This process is completed on a state-developed form. Candidates complete the "TO" and "Section 1" of the form(s) and return to CHSD Administrative Office.
- Transcripts – Bachelor's Degree must be submitted in a *sealed* envelope from an accredited college/university.
- Reference letters – three reference letters are required.
- School personnel health record (physical and TB test) – negative TB test results (no more than 3 months prior to start of employment, physical no more than 1 year prior to start of employment) must be submitted, as required by the Pennsylvania School Code.
- PDE 338G form – A "yes" to a Background Question will be required to submit additional information to PDE. Effective 01/2014, form no longer requires a physician's signature.
- On-line CHSD Guest Substitute Application – instructions will be provided.

Training

All candidates must participate in training offered by CHSD. Training is waived for a valid out-of-state teaching certificate or documentation of recent student teaching. **TRAINING WILL BE HELD ON TUESDAY, JANUARY 31 AT 8:45 AM, STARTING AT THE HIGH SCHOOL. Call 814-674-3626 to sign up!**

Permit Process

CHSD will submit your application for emergency permit to PDE upon completion of all required paperwork and training.

Child Abuse Training

Effective January 2, 2013, all school employees and contractors must participate in Mandated Child Abuse Reporting Training. Training is required every 5 years under Act 126.

Renewal Process

Participation in a refresher in-service is required for individuals to renew emergency teaching permits. At a summer in-service, candidates will complete the PDE 338G form for renewal (renewal does not require a physician's signature). Information for the summer Guest Teacher Renewal in-service will be mailed in the spring. Candidates must remain an active sub with CHSD.