

MID VALLEY SCHOOL DISTRICT

52 UNDERWOOD ROAD, THROOP, PA 18512
(570) 307-1108

TO: SUBSTITUTE TEACHER CANDIDATE
FROM: SUPERINTENDENT'S OFFICE
SUBJECT: REQUIREMENTS FOR NEWLY ELECTED SUBSTITUTE TEACHERS
DATE: 2015-2016 SCHOOL YEAR

Thank you for your interest in a substitute teaching position. Along with your substitute teacher application, we require proof of the three mandatory background checks, and a copy of your Pennsylvania certification, as well as the new hire paperwork listed below. The current pay rate for substitute teaching is \$90 per day.

Please visit the District Administration Office (address above) between the hours of 7:30am and 2:30pm, Monday through Friday, to obtain and submit the following completed forms. Please note: before you can be called or paid as a substitute, all of your paperwork must be returned complete and your hire as a substitute teacher must be submitted for School Board approval.

_____ **PENNSYLVANIA TEACHING CERTIFICATE** –You must provide a copy of your certificate issued by the Pennsylvania Department of Education.

_____ **CRIMINAL RECORD CHECK (ACT 34) BACKGROUND CHECK**- Please provide a printout of your current Act 34 form.

_____ **CHILD ABUSE HISTORY (ACT 151) BACKGROUND CHECK** – Please provide a printout of your current Act 151 form.

_____ **FBI BACKGROUND CHECK (ACT 141)** - After completing the application and fingerprint requirements please provide the registration ID # to allow us to access the report.

_____ **SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)** - This form must be provided for your current employer and a separate form is required for each past employment where you had contact with children.

_____ **ACT 24 ARREST/CONVICTION RECORD** – Please complete and return the PDE 6004, Act 24 Arrest Record Form.

_____ **ACT 126 CERTIFICATE – CHILD ABUSE TRAINING** – Please provide a copy of the Act 126 Certification received after receiving the online training module. If not already completed you will be required to do so upon hiring.

_____ **I-9 FORM (PROOF OF U.S. CITIZENSHIP)** - You must complete this document and show two forms of identification. Please BRING IN YOUR DRIVER'S LICENSE and SOCIAL SECURITY CARD.

_____ **MEDICAL EXAMINATION** – You will need to provide a pre-employment medical history form from a physician of your choice. If you had a physical within the last year, BRING A COPY WITH YOU.

_____ **TUBERCULIN TEST** – If you have not had a “tine” test within the past year, you will need to obtain one. If you’ve had a recent tuberculin test, please BRING PROOF WITH YOU.

_____ **SUBSTITUTE INFORMATION FORM** - This form must be completed in order for us to know your availability for substituting.

PAYROLL FORMS:

_____ **W-4 FEDERAL TAX WITHHOLDING FORM** – Please note that you are responsible for submitting a new W-4 form if any lifestyle changes occur resulting in increased or decreased tax obligation.

_____ **DIRECT DEPOSIT FORM** – Please complete the direct deposit form and provide a voided check or deposit slip.

_____ **OCCUPATIONAL PRIVILEGE (EMST/OPT) TAX** – In order to access your occupation tax for the current year, please bring a copy of a RECENT PAYSTUB from your current or last employer with you. Otherwise, we will be obligated to deduct the full yearly assessment from your pay.