



Colonial Intermediate Unit 20

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Employment Opportunities



**District-Wide
Substitute Teacher Training Program**

Participating School Districts/School Entities



(located in Monroe, Northampton, and Pike Counties)

Bangor Area School District

Bethlehem Area School District

Delaware Valley School District

East Stroudsburg Area School District

Easton Area School District

Nazareth Area School District

Northampton Area School District

Pen Argyl Area School District

Pleasant Valley School District

Pocono Mountain School District

Saucon Valley School District

Stroudsburg Area School District

Wilson Area School District

Career Institute of Technology, Easton, PA

Colonial Intermediate Unit 20

Because of the severe shortage of certified substitute teachers in our area, we run two-day substitute teacher training programs for individuals with any four-year degree. The degree does not have to be in education.

Interested persons may send a letter of interest to the Recruitment Office, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045-7899, or call (610) 252-5550, **ext. 6195** to leave your name and address for an application packet.

Application materials will be mailed out to interested persons along with further details regarding a meeting that will be held where the training program will be discussed and interviews conducted.

Those candidates selected from the interviews will be invited to attend the two-day training. After attending both days of training, candidates are eligible apply for an emergency substitute teaching permit that may be utilized in Colonial Intermediate Unit 20 programs and in the participating school districts and Career Institute of Technology.

Frequently Asked Questions

? If I have an emergency permit from another School District or Intermediate Unit, can I use it to substitute for the Colonial Intermediate Unit 20 and participating school districts/entities?

No, that permit is only valid for the School District or Intermediate Unit applying for it. In order to substitute teach for the Colonial Intermediate Unit 20 and participating school districts/entities, you must go through our training program and apply for a permit through the Colonial Intermediate Unit 20.

? What are the costs involved?

The two-day training is free. The only costs involved include fees required for the Pennsylvania Criminal History Check and Child Abuse Clearances (FBI Fingerprint Check is an additional requirement for out-of-state candidates), Physical and TB test, and the emergency permit-processing fee.

? Can I send for my permit before I go through the training?

No, the Colonial Intermediate Unit 20 and participating school districts/entities have agreed all candidates ***must attend both training days in full*** prior to sending for a permit.

? Can I send for my permit myself?

No, individuals may not apply for their own permit. Emergency permit applications are processed through the Intermediate Unit and require the Executive Director's signature and attestation of a shortage of substitute teachers by all participating schools.

? If I am almost done with my Bachelor's Degree, can I go through the training now?

Yes, you may go through the training; however, you may not apply for an emergency permit until a Bachelor's degree has been conferred.

? May I use the transcript of my Master's Degree to send for a permit?

No, the Bureau of Teacher Certification and Preparation (Pennsylvania Department of Education) requires a Bachelor's Degree.

? May I use a copy of my Bachelor's Degree to send for a permit?

No, the Bureau of Teacher Certification and Preparation requires an official Bachelor's Degree transcript in a sealed envelope from an accredited college/university.

? How long will it take to get my permit after the training?

This is dependent upon the receipt of all required information for permit processing as outlined in the letter you will receive upon acceptance to the training. Once we have all the required information to send to the Bureau of Teacher Certification and Preparation, we estimate four week for turnaround. This is dependent upon the amount of certificates and other permits the Bureau has to process.

? May I have a copy of the permit?

No, the Bureau of Teacher Preparation and Certification and Preparation has directed the Colonial Intermediate Unit 20 to hold the permit in its files. We will, however, send you written notice of its issuance.

? How soon will I be called to work as a substitute?

Upon permit approval by the Bureau of Teacher Certification, we will forward your application packet to the districts you wish to work as a Substitute Teacher. (Your packet will not be forwarded if your employment credentials are not complete.) The districts **will contact you** to set up an appointment with them to complete their forms necessary to be employed by their district/school entity.

? What is the pay for Substitute Teaching?

As part of our collaborative effort to recruit, train, and hire Substitute Teachers, the Colonial Intermediate Unit 20 and its participating school districts/entities have agreed not to discuss rates prior to or at the training. As you sign up with each district/entity, they will provide information on Substitute Teacher pay.

? How long is a permit valid?

The permit is valid for one school year.

? Can I use this permit to work as a full-time teacher or long-term substitute teacher?

No, this permit is only valid for work as a day-to-day Substitute Teacher.

? In what subject areas can I substitute teach?

You may substitute teach in any subject area with your day-to-day emergency permit.

? How often will I be called to Substitute Teach?

This is dependent upon your availability and willingness to be on as many district/school entity lists as you can and to substitute teach in any subject area. If you limit yourself as far as the districts you are willing to work in or limit the subject areas you are willing to substitute in, you may not receive as many calls to substitute teach.

? Do I have to be available to Substitute Teach every day?

No. All you need to do is notify the school district/entities when you are available.

? Must I go through another training to renew my permit for the next school year?

No, all you need to do is follow the renewal procedure that the Colonial Intermediate Unit 20 will send to you at the close of the school year. Upon renewal of the permit, the Colonial Intermediate Unit 20 will send notification of your permit renewal to your employing school district/agencies so they may rehire you for the next school year.