

Dear Guest Teacher Training Applicant:

Thank you for your interest in pursuing a position as a Guest (“Substitute”) Teacher for the Berks County school districts and the Berks County Intermediate Unit (“BCIU”). Availability for this program will be limited to seventy-five (75) based on a first come, first serve basis. Your application must be received by November 2, 2009.

As part of the Guest Teacher training process, you are required to attend **all** sessions of this program pending successful completion of the interview process. The December 2009 training session is scheduled as follows:

Tuesday, December 1, 2009 – Interview Screening

Tuesday, December 15, 2009 – Day 1 Training

Wednesday, December 16, 2009 – Day 2 Training

The sessions generally run from 8:00 a.m. to 4:30 p.m. In order to register for one of the training sessions, please complete the enclosed **application** and mail it, along with your **proof of Bachelor’s Degree** from an accredited U.S. college or university ⁽¹⁾ (i.e., a copy of your transcript clearly showing that a Bachelor’s Degree was conferred or a copy of your college diploma), and the **registration fee of \$20.00** (money order only, payable to “BCIU”) to the address listed at the end of this correspondence. (Although we can accept a copy of your transcript or diploma to enroll you in this training program, please note that you will need an official sealed transcript to secure your Emergency Permit.) Also enclosed in this packet are two (2) forms that you must forward to your references, which they should complete and return to us prior to the interview date.

Please be advised that, in order to serve as a Guest Teacher for the participating school districts and the BCIU, you will be required to secure a number of documents at your own expense, including:

- Child Abuse History Clearance (\$10.00)
- Pennsylvania Criminal Background Check (\$10.00) ⁽²⁾
- FBI Background Check (\$36.00) ⁽³⁾
- Current physical examination, including a current TB test (cost varies) ⁽⁴⁾

These documents will be distributed and explained to all participants during the first session. Once you complete the two (2)-day training program and submit the required documentation, the BCIU will process your Emergency Permit application through the Pennsylvania Department of Education. Please note that it often takes three (3) to four (4) weeks for the Emergency Permit to be issued.

Your Emergency Permit will allow you to serve as a Guest Teacher for all participating school districts in all subject areas. On the application form, please indicate the grade and subject areas in which you have an interest so as to assist us in scheduling the observation sessions. While we cannot guarantee that we can accommodate your request, we will make every attempt to do so. In any event, we can assure you that you will have sufficient opportunity to observe a classroom and to ask questions of school district personnel.

The participating school districts and the BCIU appreciate your interest and willingness to become involved in the education of children. If you know of anyone else who is qualified and interested in attending this Guest Teacher Training Program, have him or her contact Krystal Pokrop at 610-987-8502 (email: krypok@berksiu.org).

Sincerely,

Karen B. Gokay, Esq.
Director of Human Resources

Enclosures: Application
 Reference Check Forms (2)
 Directions to BCIU

- (1) Foreign-educated applicants must complete the eligibility requirements per information contained in the packet "Teacher Certification Instructions for Foreign-educated Applicants." This packet can be obtained through the BCIU.
- (2) The BCIU will obtain the Pennsylvania Criminal Background Check via the Pennsylvania Access to Criminal History Website. You will be required to submit the \$10.00 fee (money order only) to "BCIU."
- (3) Effective April 1, 2007, an FBI background check must be processed. This fingerprint clearance will assure that you are eligible to substitute for the 2009-2010 school year. Please contact the BCIU's Department of Human Resources (610-987-8502) to obtain the necessary information.
- (4) A current physical examination shall be administered within six (6) months prior to the date the school receives the form. Per Pennsylvania School Code, the tuberculin skin test shall be administered within three (3) months prior to the date the school receives the form.

Please mail your application packet to:
Krystal L. Pokrop
Berks County Intermediate Unit
1111 Commons Boulevard
P.O. Box 16050
Reading, PA 19612-6050

Berks County Guest Teacher Training Program Application

Berks County Intermediate Unit •Phone 610-987-8433 •FAX 610-987-8570
 1111 Commons Blvd., P.O. Box 16050, Reading, PA 19612-6050



The public schools of Berks County do not discriminate against any persons in employment, educational programs, or activities based on race, color, sex, creed, religion, age, disability, national origin, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. This policy extends to all other legally protected classifications and is published in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Contact Information

(Write below each heading.)

Last Name	First Name	Middle Name	Date
Street Address		City	State Zip
Social Security #	Home or Contact #	Cell #	Email Address

Educational Background

(Complete each section if applicable.)

High School Name/Address	Major
	Degree/Diploma
Undergraduate College Name/Address	Major
	Degree/Diploma
Graduate School Name/Address	Major
	Degree/Diploma
Technical/Other School Name/Address	Major
	Degree/Diploma
Certification (if applicable)	Major
	Degree/Diploma

Work Experience

(List in chronological order starting with most recent employer.)

Employer Name/Address/Phone #	Dates Employed From/To	Job Description/Title
		Reason for Leaving
Employer Name/Address/Phone #	Dates Employed From/To	Job Description/Title
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Employer Name/Address/Phone #	Dates Employed From/To	Job Description/Title
		Reason for Leaving

References

(List personal/professional references.)

Name/Address	Phone Number	Position	Relationship (friend/co-worker, etc.)

Grade/Subject Preferences

(Indicate your preferences for grade levels and subjects.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Elementary
<input type="checkbox"/> Middle School
<input type="checkbox"/> Junior High
<input type="checkbox"/> Senior High
<input type="checkbox"/> Pre K
<input type="checkbox"/> Alternative Education
<input type="checkbox"/> Special Education
<input type="checkbox"/> Career/Technology Center | <input type="checkbox"/> Agriculture
<input type="checkbox"/> Art
<input type="checkbox"/> Biology
<input type="checkbox"/> Business/Computer/Info Tech
<input type="checkbox"/> Chemistry
<input type="checkbox"/> Earth & Space Science
<input type="checkbox"/> Elementary
<input type="checkbox"/> English
<input type="checkbox"/> Family/Consumer Science
<input type="checkbox"/> Foreign Language _____ | <input type="checkbox"/> General Science
<input type="checkbox"/> Health
<input type="checkbox"/> Health & Physical Education
<input type="checkbox"/> Industrial Arts/Technology Ed
<input type="checkbox"/> Library Science
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Music
<input type="checkbox"/> Physics
<input type="checkbox"/> Social Studies
<input type="checkbox"/> Special Education |
|--|--|--|

Location Preferences

(Indicate the districts where you would like to work.)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Antietam
<input type="checkbox"/> Boyertown Area
<input type="checkbox"/> Brandywine Heights Area
<input type="checkbox"/> Conrad Weiser Area
<input type="checkbox"/> Exeter Township | <input type="checkbox"/> Fleetwood Area
<input type="checkbox"/> Governor Mifflin
<input type="checkbox"/> Hamburg Area
<input type="checkbox"/> Kutztown Area
<input type="checkbox"/> Muhlenberg | <input type="checkbox"/> Oley Valley
<input type="checkbox"/> Schuylkill Valley
<input type="checkbox"/> Tulpehocken Area
<input type="checkbox"/> Twin Valley
<input type="checkbox"/> Wilson | <input type="checkbox"/> Wyomissing Area

Other
<input type="checkbox"/> Berks County IU
<input type="checkbox"/> Berks Career & Tech Ctr |
|---|--|--|--|

Essay

(Explain why you wish to be admitted to the Berks County Guest Teacher Training Program?)

- I hereby authorize the Berks County schools to contact school, college, employment, and all other sources for the purpose of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the prospective employer.
- I understand that I must attach transcripts verifying a bachelor's degree OR a copy of my teaching certificate to be considered for the Guest Teacher Training Program.
- I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment by a school district, or (3) terminating me from the Guest Teacher Training Program.

Applicant's Signature

Date



Dear

_____ has applied to work as a substitute teacher in Berks County school districts through the Berks County “Guest Teacher” Program and has given your name as a reference.

Attached to this letter you will find a reference form. Please complete the same as soon as possible and return it to me at the Berks County Intermediate Unit, Department of Human Resources, 1111 Commons Boulevard, P.O. Box 16050, Reading, PA 19612-6050.

Thank you for your prompt attention to this matter. If you have any questions, please feel free to call me at 610-987-8502.

Sincerely,

Krystal L. Pokrop
Human Resources Specialist



Name of Applicant _____

1. How long have you known the applicant and in what capacity?

On a scale of 1 to 10 (10 being an "excellent" rating and 1 being a "poor" rating), please rate the applicant on his or her abilities with respect to a substitute (guest) teaching position by circling the appropriate number:

2. The applicant's qualifications would be an asset in the role of substitute teaching.

1 2 3 4 5 6 7 8 9 10

3. In your opinion, is this individual a good role model for children, and do you feel he/she has the ability to work with students in an educational setting?

1 2 3 4 5 6 7 8 9 10

4. How much supervision/direction does the applicant require? ("10" being needs little or no supervision, and "1" being needs full supervision)

1 2 3 4 5 6 7 8 9 10

5. Does the applicant take supervision well? ("10" being applicant takes supervision well, and "1" being applicant does not take supervision well)

1 2 3 4 5 6 7 8 9 10

6. What would you say are the applicant's strong points?

7. How much specific support would the applicant need in a specific work situation? (“10” being the applicant would need very little or no support, and “1” being the applicant would need total support)

1 2 3 4 5 6 7 8 9 10

8. Is the applicant reliable? (“10” being very reliable, and “1” being unreliable)

1 2 3 4 5 6 7 8 9 10

9. The work hours are approximately 7-1/2 hours per day, Monday through Friday. Would you say the applicant’s work attendance would be:

Good Average Poor

10. If you have children, would you want the applicant to teach or work with your child? (“10” having no reservations about teaching or working with your child, and “1” not wanting the applicant to teach or work with your child)

1 2 3 4 5 6 7 8 9 10

11. Comments

Please Print Name

Date

Signature

Position/Relationship to Applicant

Return to: Berks County Intermediate Unit
Attn: Krystal L. Pokrop
1111 Commons Blvd.
P. O. Box 16050
Reading, PA 19612-6050



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