

PORT JERVIS PUBLIC SCHOOLS
150 Pike Street
P.O. Box 1104
Port Jervis, NY 12771
(845) 858-3100



SUBSTITUTE TEACHER APPLICATION

(Please Print Name)

Date of Application

POSITION PREFERENCE

First Choice: _____
Level/Subject Area

Second Choice: _____
Level/Subject Area

Third Choice: _____
Level/Subject Area

PERSONAL DATA

Dr., Mr., Mrs., Ms.

 Last First Middle

ADDRESS: _____ Telephone# () _____

 City State Zip Code

Social Security # _____ NYS Tchr's Ret. System #: _____
 (if available)

Are you a citizen of the United States? ____ Yes ____ No e-mail address below: _____

Have you ever been convicted of a crime? ____ Yes ____ No _____

Are you interested in becoming a Home Instructor? ____ Yes ____ No

Must be NYS Certified

EDUCATION AND PROFESSIONAL TRAINING

Name & Location of School	Dates Attended	Type of Diploma Earned		
High School				

Name & Location of School(s)	Dates Attended	Major	Minor	Degree Earned
Undergraduate				

Name & location of School(s)	Dates Attended	Area of Specialization	# of Credits Earned	Degree Earned
Graduate				

CERTIFICATION

TYPE Perm, Prof, CQ	Valid in State of	Subject Area(s)	Date of Issuance	# of Certificate	Copy Attached	
					YES	NO

TEACHING EXPERIENCE

List most recent experience first. Include any substitute teaching and indicate as such.

Dates	Total Years	Name & Location of School	Specific Nature of Position (Grade, Level, Subject, etc.)	If Full-Time Position, Annual Salary

Student Teaching: If fewer than 3 years of regular full-time employment, include student teaching experience here.

Dates	Name & Location of School	Subject and/or Grade Level

Have you ever been awarded tenure? YES _____ NO _____ District _____ Date _____
 Have you ever been denied tenure? YES _____ NO _____ District _____ Date _____

OTHER WORK EXPERIENCE

(Business, trades, summer occupations)

Dates	Firm or Institution	Nature of Work	Full-Time Employment	Evenings, Weekends, Summer Vacation Periods, etc.

EXTRACURRICULAR ACTIVITIES AND INTERESTS

Circle any of the following which you can coach or direct: Football Soccer Tennis Basketball Baseball Track Golf
 Dramatics Clubs Newspaper Yearbook Other _____

Language (s) other than English _____

College or Community Activities _____

Hobbies, Interests, Other Abilities _____

MILITARY SERVICE

Branch of Service	Inclusive Dates Mo-Yr. Mo-Yr.	Highest Rank Attained	Nature of Assignment

Type of Separation _____ Date _____ Present Status _____

REFERENCES

List at least three (3) references who have first-hand knowledge of your character, personality, scholarship, and teaching ability. If currently employed, include your present supervisor.

Name	Position	Business Address	Telephone Number (important)

CANDIDATE'S STATEMENT

Applications often fail to convey a candidate's unique potential. Please comment **in your own handwriting**, in the space below, why your particular abilities/and personality are well-suited for the teaching profession.

ADDITIONAL MATERIALS TO BE SUBMITTED

<ul style="list-style-type: none">• College Transcript – Copy• Resume• Certification if applicable• Other evidence to support your application	<p>Applications are accepted via: Mail or in person to: Port Jervis City School District Assistant Superintendent for Instruction 150 Pike St. Port Jervis, NY 12771 Email to: jbaumgardner@pischools.org</p>
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CANDIDATE'S AFFIDAVIT

I certify that the information given in this application is correct. I understand that making a false statement on this application, or the withholding of information pertinent to my candidacy, may constitute grounds for dismissal.

Signature

Date

The Port Jervis City School District, in compliance with the New York State Law, does not discriminate on the basis of age, color, national origin, sex, religion, marital status, or disability.

NAME OF APPLICANT: _____

The Board of Education has approved and adopted a differentiated pay scale for Substitute Teachers in the Port Jervis School District. A copy of this policy is summarized below. As you can see, it is important we have your most current information with regard to certification, degrees and/or credits.

Materials needed for your Substitute Teacher File:

- ___ Completed Application Form
- ___ Copy of College Degree or Degree Certification
- ___ Copy of New York State Education Teacher Certification
- ___ Copy of Graduate/Undergraduate Transcripts
- ___ NYSED Fingerprint Clearance

Substitute Teachers form a valuable adjunct to the regular teaching staff. Their help and support affords a continuity to the educational process here in Port Jervis. To be eligible to substitute teach in the Port Jervis School District, the candidate must be in good physical condition, be of sound moral character, possess tact, and most importantly, genuinely enjoy the company of young people.

Educational requirements fall into five categories:

- Category AA - Retired PJCS D Teacher
- Category A - Fully certified or eligible for New York State Certification
- Category B - Possession of a BA/MA or equivalent from an accredited college or university (non-certified)
- Category C - Possess 48 or more college credits
- Category NURSE - Registered Nurse (RN)/Licensed Practical Nurse (LPN)

The Substitute Pay Scale is as follows:

- Category AA - \$155/Day
- Category A - \$145/Day
- Category B - \$120/Day
- Category C - \$105/Day
- Category Nurse - \$145/Day

Substitute Pay Scale is effective 1/2/2024