

Updated June 2013

Substitute Information

If you are interested in substitute teaching for the W.V.W. School District you can send your Substitute Packet to the address listed below.

When your Substitute packet is received it will be reviewed by the Personnel Office. If you are missing any necessary paperwork you will receive a letter in the mail. When or if your packet is complete you will receive an email that will list the information of when you will be approved at the W.V.W. Board Meeting.

Once approved at the W.V.W. Board Meeting you will receive an email of when you will be able to pick up your Substitute Packet at the W.V.W. Central Office.

If you are not interested in substituting for our school district we will keep your file on record for one year. Should you become interested in a position within our school district you may send a letter of request. It is not necessary to submit another substitute packet unless you have any updates that you would like kept in your file.

Applicants on file are reviewed prior to scheduled interviews.

What you need to submit in your substitute packet:

PA Teacher application

Certification/Letter from College

Resume

References

Updated Clearances (Act 34, Act 151, Act 114)

Most Recent TB Results

Personnel Office

450 N. Maple Ave.

Kingston, PA 18704

(570)288-6551

