

CUMBERLAND VALLEY SCHOOL DISTRICT

BUILDING SUBSTITUTE PROGRAM

2016-2017

Please return the attached application (page 2) of this form to Gretchen Horning, Human Resources Assistant, at ghorning@cvschools.org in order to be considered for the Building Substitute Program.

The Building Substitute Program is a program in which the District will assign a specific substitute(s) to each building for a specified period of time. Building substitutes will be expected to report to their assigned building each day unless he/she is asked to report to a different school building.

The Building Substitute Program will be offered for four intervals throughout the school year:

	<u>Interval Dates</u>	<u>Deadline to Apply</u>
Interval I:	September 12, 2016 – November 11, 2016	September 2, 2016
Interval II:	November 15, 2016 – January 20, 2017	October 14, 2016
Interval III:	January 24, 2017 - March 24, 2017	December 16, 2016
Interval IV:	March 28, 2017 – June 1, 2017	February 24, 2017

The pay rate will be \$125 per day.

Building Substitutes will NOT be required to report during scheduled 2-hour delays, on holidays, in-service days or other non-student days as follows:

Interval I:	October 7, 10
Interval II:	November 24-25, 28, December 26-30, January 2, 16
Interval III:	February 17, 20, March 6
Interval IV:	April 10-17, May 29

Retired Professionals are not eligible to participate in this program due to PSERS regulations.

Substitutes interested in applying for the Building Substitute Program must complete Page 2 of this application and return it to Gretchen Horning, Human Resources Assistant at ghorning@cvschools.org by the deadline(s) indicated on the application.

CUMBERLAND VALLEY SCHOOL DISTRICT
BUILDING SUBSTITUTE APPLICATION
2016-2017

I am interested in participating in Cumberland Valley's Building Substitute Program. I understand that if I am chosen to participate in this program, my signature below signifies my agreement to abide by the parameters of the program.

Name

Certification

Date

Email Address

Telephone Number

I am currently an active substitute on Cumberland Valley's substitute list. ☐ Yes ☐ No

I am available for the following interval(s):

- ☐ Interval I (Sept 12 – Nov 11)
- ☐ Interval II (Nov 15 – Jan 20)
- ☐ Interval III (Jan 24 – Mar 24)
- ☐ Interval IV (Mar 28 – Jun 1)

I am willing to be the Building Sub for (choose 1 or more):

- | | | |
|---|---|---|
| <input type="checkbox"/> CV High School | <input type="checkbox"/> Hampden Elementary | <input type="checkbox"/> Shaul Elementary |
| <input type="checkbox"/> Eagle View Middle School | <input type="checkbox"/> Middlesex Elementary | <input type="checkbox"/> Silver Spring Elementary |
| <input type="checkbox"/> Good Hope Middle School | <input type="checkbox"/> Monroe Elementary | <input type="checkbox"/> Sporting Hill Elementary |
| <input type="checkbox"/> Green Ridge Elementary | | |

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