

# Central Susquehanna Regional Guest Teacher Program

90 Lawton Lane

Milton, PA

17847

## Frequently Asked Questions

### **1. What is a day-to-day substitute emergency permit?**

A Type 06 day-to-day substitute emergency permit is issued by the Pennsylvania Department of Education (PDE) to qualify a person for service as a day-to-day substitute teacher. This permit can only be issued to individuals that hold a bachelor's degree and can only be used in the school districts that are participating in the Central Susquehanna Regional Guest Teacher Consortium.

### **2. How do I apply for an emergency permit to work in the Guest Teacher Consortium districts?**

You must provide the CSIU with a completed PDE 338-G form and official transcripts in a sealed envelope. After you have completed the required 1.5 days of training, the CSIU will apply to PDE to issue the emergency permit.

### **3. Does the emergency permit have any restrictions? Yes, listed below are the restrictions:**

- The permit is valid for one school year (expires July 1<sup>st</sup>) and must be renewed on an annual basis at the request of the Central Susquehanna Regional Guest Teacher Consortium.
- The permit is valid for use in the Guest Teacher consortium districts only.
- This permit classifies the Guest Teacher as a "day-to-day" substitute teacher. Guest Teachers may not work as a full-time teacher or in a long-term substitute teaching assignment.
- Guest Teachers may not work more than 20 days per classroom teacher per school year (the 20 days are counted as consecutive or cumulative time throughout the school year).

### **4. Can I only substitute in certain subject areas?**

No, your emergency permit allows you to substitute in any subject area.

### **5. Once I have completed the required paperwork and training, how will the school district(s) know that I want to substitute teach in their classrooms?**

After PDE has approved the emergency permit, the CSIU will send copies of the following information to the districts specified on your preference form:

- \* Emergency Permit
- \* Guest Teacher Application
- \* Transcript copy
- \* Physical / TB form
- \* Act 34, Act 151 and Act 114 Clearances

### **6. If I work for more than one school district, how do I get paid?**

You will be paid by each individual school district where you choose to work. You will become an employee of each particular school district and follow their payroll submission schedules and procedures. (Example: if you work one day at Shikellamy, you will be paid by Shikellamy. If you work one day at Danville, you are paid by Danville, etc.) You will not be paid by the CSIU unless you work as a Guest Teacher in CSIU special education and alternative education classrooms which are located throughout the CSIU region.

### **7. What if my schedule will only permit me to work certain days of the week? How will the districts know when I can work?**

It is your responsibility as a guest teacher to coordinate your schedule with each school district you choose. The CSIU does not coordinate schedule information with the districts. We only need to know your schedule if you choose to work in the CSIU classrooms.

**8. After my emergency permit expires, how do I renew it for the next school year?**

During the summer, the CSIU will send you a survey request and PDE 338-G form for completion. These forms must be returned by the specified deadline date in order to be processed in time for the new school year. The CSIU will not renew emergency permits for those individuals that did not substitute in the prior school year. We will verify your substitute work history with the consortium school districts.

**9. How will I know if my emergency permit was renewed for the new school year? And in which school districts I can substitute?**

The CSIU will send a memo announcing your permit renewal and a list of districts participating in the Guest Teacher Consortium during the new school year. If you worked for a school district in the prior school year, and that particular district chose not to participate in the consortium during the new school year, you will not be able to substitute in that district.

**10. What are the costs for me to be a Guest Teacher?**

There is no fee to participate in the Guest Teacher Training. Other costs include:

- Act 151 - PA Child Abuse History clearance - \$10 fee
- Act 34 – PA State Police Criminal Record clearance - \$10 fee
- Act 114 – FBI Fingerprint Criminal Record clearance - \$36 fee--add \$2.50 if you want a copy
- School employee physical examination form including a current TB test – you are responsible for any and all physician fees
- PDE 338-G General Application – you are responsible for any and all physician fees
- Official sealed transcript - a fee may apply at some colleges/universities

**11. What is the pay rate for Guest Teachers?**

The rates of pay vary by district. You will receive a list of district rates at the training session.