



ANNVILLE-CLEONA SCHOOL DISTRICT

COLLABORATING TODAY FOR A SUCCESSFUL TOMORROW

DR. CHERYL POTTEIGER
SUPERINTENDENT

ELAINE MATHIAS
BUSINESS MANAGER

June 6, 2019

Dear Substitute Candidate / Applicant:

Looking to make a difference? Come join our team! Annville-Cleona School District is currently hiring substitute employees for the following positions for the 2019-2020 school year.

- Teachers
- Nurse / Nurse Aides
- Paraprofessionals / Instructional Aides / Personal Care Assistants
- Custodians
- Secretaries

If you are interested in becoming a substitute for any of the available positions listed above, please plan to attend one of following informational / sign up meetings. We hope to see you and are looking forward to having you as part of our staff!

Monday, June 17 – Noon – 4:00pm
Thursday, June 20 – 7:30am – 11:30am
Wednesday, June 26 – 3:00pm – 8:00pm

All sessions will be held at the District Office at Annville-Cleona School District, 520 S. White Oak St, Annville, PA 17003. If you require assistance with the application process, we will be available and happy to assist you.

Here is a list of needed items.

1. Two Forms of Identification (driver's license social security card, birth certificate, or passport).
2. Clearances (If you have clearances within the last 5 years, please bring those with you.
Clearance applications can be found here:
 - Child Abuse Clearance <https://www.compass.state.pa.us/CWIS>
 - PA State Criminal Record Check <https://epatch.state.pa.us/>
 - FBI Fingerprint Clearances <https://uenroll.identogo.com>
Use Service Code 1KG6XN – Pennsylvania PDE-School Districts
3. Act 168 Forms <https://acschools.tedk12.com/hire/index.aspx> You will need 1 form per each current employer and all previous employers where you have supervised children.
4. Teaching Certificate + PPID (if applicable)

You may also apply online today at <https://acschools.tedk12.com/hire/index.aspx>.

Please RSVP to hr@acschools.org. If you have any questions, please contact Nicole Peters at 717-867-7600 Ext. 5005.

Sincerely,

Nicole Peters
Assistant Business Manager / Human Resources

Annville-Cleona School District is



NOW HIRING

for the 2019-2020 School Year!

Substitute Teachers

All Certifications

Pay Rate: \$115 per day

Long Term Substitute

Day 46-90: \$135 per day

Day 91 +: \$165 per day

Substitute

Paraprofessionals/

Personal Care Assistants/

Instructional Aides/

Office Aides

Pay Rate: \$10-\$10.50 per

Substitute Secretaries

Pay Rate: \$11 per hour

Substitute Custodians

Pay Rate: \$12 per hour

Substitute Nurse/Nurse Aid

(RN and LPN)

Pay Rate: \$150 per day

Apply via Recruit & Hire at:

acschools.tedk12.com/hire/index.aspx

WORK A

FLEXIBLE

SCHEDULE!

**APPLY
ONLINE
TODAY**

Annville-Cleona School District

520 S. White Oak St.

Annville, PA 17003

For more information please contact

Human Resources at 717-867-7600 x5005

Annville-Cleona School District is an Equal Opportunity Employer