

# Ichabod Crane Central School District

## SUBSTITUTE TEACHING/TEACHING ASSISTANT/TUTOR APPLICATION

CO - 29

### GENERAL DIRECTIONS:

1. Fill out application form and forward to: **Angela Cowan, Central Office  
Ichabod Crane Central School  
P.O. Box 820  
Valatie, New York 12184  
Email: acowan@ichabodcrane.org**

### PERSONAL INFORMATION

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF CERTIFICATE/S HELD \_\_\_\_\_

DEGREES HELD: \_\_\_\_\_

Please enclose a copy of Certificates/Degrees held.

### REFERENCES

NOTE: Please list at least three references (with **current** contact information) who can speak to YOUR PROFESSIONAL AND/OR PERSONAL CHARACTER, INCLUDING YOUR MOST RECENT SUPERVISOR, even if letters from these individuals are attached.

NAME	RELATIONSHIP	EMAIL ADDRESS and/or PHONE NUMBER
1.		
2.		
3.		

For Office Use Only:

Approved Certified Substitute Teacher/TA

Approved Tutor K-6

Approved Non-certified Substitute Teacher/TA

Approved Tutor 7-12

Pending, more information required: \_\_\_\_\_

DATE \_\_\_\_\_

SUPERINTENDENT OF SCHOOLS \_\_\_\_\_

**PLEASE CHECK THOSE AREAS (X) IN WHICH YOU WILL SUBSTITUTE/TUTOR**

\_\_\_\_\_ I WILL SUBSTITUTE IN THE *PRIMARY SCHOOL* (GRADES K-3)

\_\_\_\_\_ I WILL SUBSTITUTE IN THE *ELEMENTARY SCHOOL* (GRADES 4-5)

\_\_\_\_\_ I WILL SUBSTITUTE IN ANY GRADE IN THE *MIDDLE SCHOOL* (GRADES 6-8)

\_\_\_\_\_ I WILL SUBSTITUTE IN THE *HIGH SCHOOL* (GRADES 9-12)

\_\_\_\_\_ I AM INTERESTED AND AVAILABLE AS A *HOME TUTORIAL SUBSTITUTE* FOR THE FOLLOWING:

\_\_\_\_\_ GRADES K-6

\_\_\_\_\_ GRADES 7-12

State requirement is One (1) Hour per Day for Elementary Students (GRADES K-6)

State Requirement is Two (2) Hours per Day for Secondary Students (GRADES 7-12)

I AM AVAILABLE: \_\_\_\_\_ (NUMBER OF) DAYS PER WEEK

IF NOT AVAILABLE FIVE (5) DAYS PER WEEK, PLEASE NOTE DAYS AVAILABLE:

\_\_\_\_\_ Monday    \_\_\_\_\_ Tuesday    \_\_\_\_\_ Wednesday    \_\_\_\_\_ Thursday    \_\_\_\_\_ Friday

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**Non-Discrimination Compliance Statement**

The Ichabod Crane Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunities including vocational opportunities without regard to sex, race, color, national origin, handicap or religion.

Inquiries regarding this non-discrimination policy may be directed to: Section 504 Compliance Officer, Peg Warner, Special Education Director and Title IX Compliance Officer, Lucas Christensen, Assistant Superintendent, Ichabod Crane Central School District, Valatie, NY 12184 (518) 758-7575. A copy of the "In Compliance with Section 1.4 (a)" is available in the Superintendent's Office.