

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 Two (2) Hour per Day for Elementary Students (GRADES K-6)

State Requirement is Three (3) 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.