

Dare to Soar



PINNACLE
CLASSICAL ACADEMY

SUBSTITUTE APPLICATION

Date: _____ Social Security Number: _____ - _____ - _____

Name: _____
(As it appears on Social Security Card)

Address: _____
(Mailing address required)

(City/State) _____ (Zip Code)

Phone Number(s): _____
(home #) _____ (cell #)

Email: _____

Have you ever been employed as a substitute before? _____ yes _____ no

If yes, where and for what dates and grade levels? _____

Do you hold a valid NC Teaching License? (must provide) _____ yes _____ no

If yes, what area of certification? _____

Are you currently employed? _____ yes _____ no

If yes, may we contact employer? _____ yes _____ no

Have you ever been convicted of an offense against the law other than a minor traffic violation?
_____ yes _____ no

Do you have an offense pending? _____ yes _____ no

If yes, please explain: _____

Grade levels where you are best suited to serve: _____

Education:

High School/Tech/College	Degree(s) Earned	Year Graduated
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience (Start with your present or last job)

Employer/Phone	Job Title/Duties	Date/Reason for Leaving
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____

Qualifications (Summarize special job-related skills you have acquired)

Are you receiving any NC retirement benefits? _____ yes _____ no
(provide form from state listing restrictions)

Have you retired from another state agency? _____ yes _____ no

If yes, please complete the following information:

Agency Name: _____

Address: _____

Date of Retirement: _____

Professional References:

Name	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Additional Information (Required)

Please use all or part of the space below to give, ***in your own handwriting***, whatever additional information you would like to share about yourself. This information should be a short autobiography with additional information regarding: your cultural and educational background, your preparation, experience, interests, hobbies, plans, recreational activities, travel, philosophy, as well as your experiences with children in church, community, camp, or other activities. Please feel free to elaborate on any information already given elsewhere in this application.

Send completed application to: Pinnacle Classical Academy, 900 S. Post Road Shelby, NC 28152



SUBSTITUTE TEACHER JOB DESCRIPTION

REPORTS TO: Headmaster/Assistant Principal

PURPOSE: Coordinate, direct and carry out lesson plans and activities of the classroom teacher for whom he/she is substituting.

DUTIES AND RESPONSIBILITIES:

- Substitute teachers are expected to arrive on campus at 7:30 a.m.
- The length of the school day for a substitute is considered to be the same as for a regular teacher
- The substitute teacher should report to the school office for assignment, specific instructions, and the location of the lesson plans.
- Substitutes should maintain an orderly classroom situation during the day.
- Substitutes should follow the plans left by the teacher.
- Substitutes should request help from another teacher, assistant principal, or headmaster if uncertain as to procedure.
- Substitutes should assist pupils who need help.
- Substitutes assume responsibility for the care of textbooks, machines, technology, equipment, and supplies of all kinds.
- Substitutes should leave student work and all plans where the teacher will be able to find them upon return.
- Substitutes should correct papers as requested to do so by the teacher, if time permits.
- Substitutes should leave notations for the teacher indicating work completed and other information he/she deems appropriate.
- Substitutes should leave the room in order.
- Substitutes should respect confidentiality of teacher and student information.

Signature of Substitute Teacher

Date

* Approval by Pinnacle Classical Academy to add an individual to a list of available substitute teachers does not in any way guarantee that any individual will be called by the school for the purposes of substituting. Furthermore, this approval does not constitute an employment status by PCA. The Board of Directors reserves the right to remove an individual from the list of available substitutes at any time as deemed appropriate.