

# GUEST TEACHER TRAINING

## Preparing you to substitute teach!

- Do you have a bachelor's degree in any major?
- Are you seeking work with a flexible schedule?
- Would you enjoy working with students in a local school?

**Guest teaching may be right for you!** The IU13 Guest Teacher Training Program makes it easy by preparing adults with a bachelor's degree in any area -- not just education! -- to serve as a day-to-day substitute teacher at IU13 or any participating Lancaster or Lebanon county school district (see list). *Choose where and when you'd like to work ... and make a difference for local students!*

**What are the requirements?** Adults with a bachelor's degree simply complete these five steps:

1. Complete an online application, including references;
2. Meet with us for an interview;
3. Complete an online training (approximately 2 hours);
4. Obtain required clearances and complete employment paperwork;
5. Participate in a day of in-person training with education experts to prepare you for success!

**Is certification required?** No, but you must obtain an emergency permit. As part of the program, we help you obtain the required PA Department of Education emergency permit. Qualified candidates will be able to serve as a day-to-day substitute teacher at any participating Lancaster or Lebanon County school district, CTC, or IU13 – in any grade level or subject area. This permit is issued for one school year and can be renewed!



**When are the in-person trainings?** We typically hold sessions every other month. Use this QR code for more details, including times and locations.

**Training Cost:** \$30.00 (payable after application approval)

**Are you ready to get started now?** [Apply online here!](#)



### Where can IU13 Guest Teacher Training Program participants substitute teach?

- ✓ Annville-Cleona SD
- ✓ Cornwall-Lebanon SD
- ✓ Eastern Lebanon County SD
- ✓ Hempfield SD
- ✓ Lampeter-Strasburg SD
- ✓ Lancaster-Lebanon IU13
- ✓ Lebanon County CTC
- ✓ Lebanon SD
- ✓ Northern Lebanon SD
- ✓ Palmyra Area SD

NOTE: Substitutes must apply for employment with Substitute Teacher Service (STS) in order to work in the districts below:

- ✓ Cocalico SD
- ✓ Columbia Borough SD
- ✓ Conestoga Valley SD
- ✓ Donegal SD
- ✓ Eastern Lancaster County SD
- ✓ Elizabethtown Area SD
- ✓ Ephrata Area SD
- ✓ Manheim Central SD
- ✓ Manheim Township SD
- ✓ Penn Manor SD
- ✓ Pequea Valley SD
- ✓ SD of Lancaster
- ✓ Solanco SD
- ✓ Warwick SD

### Contact Information

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