

# ARIN Intermediate Unit 28

## Guest Teacher Program

### Overview:

Due to a shortage of certified substitute teachers and as a service to our member school districts, ARIN Intermediate Unit 28 operates a Guest Teacher program to provide quality substitute teacher training for those with limited or no teaching experience.\*

Guest Teacher candidates attend a two-day orientation conducted by ARIN IU 28 administrators and educational consultants that includes an introduction to various aspects of education and a formal interview.

Following the orientation, prospective Guest Teachers then spend a day observing in area classrooms.

Each successful Guest Teacher candidate exits the program with 1) a basic understanding of what is needed to be a substitute teacher; and 2) an emergency permit issued by the Pennsylvania Department of Education (PDE) that allows him/her to substitute teach on a day-to-day basis in participating school districts. *Note:* ARIN IU 28 applies for and holds the emergency permit.

*\* NOTE: Those with PA teaching certificates are NOT eligible for the Guest Teacher Program and should contact directly those districts in which they wish to substitute.*

### What are the requirements to be a Guest Teacher?

- A Bachelor's Degree from a regionally accredited college or university.
  - \* May be in *any field*- does not have to be in education.
  - \* A teaching certificate is not required.
- Submit a completed ARIN IU 28 Guest Teacher application, including :
  - \* Required background clearances (child abuse, state criminal and federal criminal checks)
  - \* Original, sealed transcripts verifying receipt of Bachelor's Degree
  - \* Physical/TB form
- Successful completion of the ARIN IU 28 Guest Teacher two-day orientation (including a formal interview) and one day of classroom observations.

**What costs are involved?** Applicants must pay \$30 to cover the costs for meals and materials associated with the required two-day Guest Teacher Orientation and for the Emergency Permit application. Also, the costs for clearances (approximately \$55), transcripts, and the physical/TB test must be paid by the Guest Teacher.

**What subjects may I teach and is there a limit to how many days I may substitute during a school year?** You may substitute in any subject area for an unlimited number of days; however, you may NOT work more than 20 cumulative days in a single assignment (i.e., more than 20 total days during a school year for the same teacher).

**What will I earn?** Substitute teacher rates vary by district, but generally range from \$85 to \$90/day. Specific information will be shared during the orientation.

**Who participates in the ARIN IU 28 Guest Teacher Consortium?** Membership varies from year to year and is updated each summer. Please check the "Guest Teacher" tab on the ARIN website at [www.iu28.org](http://www.iu28.org) to find the most current information available. Specific information will be distributed at the Guest Teacher Orientation.

**May I substitute in districts that do not participate in ARIN's Guest Teacher Consortium?** No. The emergency permit issued through ARIN's Guest Teacher Program is good only for districts participating in our consortium.

**Must I work in every district?** No. During the orientation, you will indicate the districts in which you are willing to work.

**How many days must I substitute?** There is no minimum. However, to avoid applying for clearances every year, you must substitute at least one day in every school year for each district in which you wish to continue working.

## *What is a Guest Teacher?*

*A Guest Teacher serves as a substitute to replace teachers when they are absent from their classrooms.*

*The primary requirements for becoming a Guest Teacher are 1) completion of a Bachelor's degree program (a teaching certificate is NOT required) and 2) completion of the Guest Teacher training provided by the ARIN Intermediate Unit 28.*

**NOTE:** Those with PA teaching certificates are NOT eligible for the Guest Teacher Program and should contact directly those districts in which they wish to substitute .

## *How can I find out more about the Guest Teacher Program?*

- Check the "Guest Teachers" tab on the ARIN website at [www.iu28.org](http://www.iu28.org) to find information regarding the next Guest Teacher Orientation and an Application Packet.
- You may also contact Milissa Johns, Secretary Specialist, 724-463-5300, ext. 1231; or [mjohns@iu28.org](mailto:mjohns@iu28.org).

## NONDISCRIMINATION POLICY

ARIN IU 28 is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For information regarding civil rights, grievance procedures or services, activities, and facilities that are accessible to and usable by handicapped persons, contact Amanda Mosco, Title IX and Section 504 Coordinator at the ARIN Intermediate Unit 28, 2895 W Pike, Indiana, PA 15701-9769, (724) 463-5300 or 1-800-272-ARIN, between the hours of 8:00 a.m. and 4:15 p.m. (E.O.E.)



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