

# SMETHPORT AREA SCHOOL DISTRICT

Home of the HUBBERS



**Smethport Area  
School District**

**Administration Office**  
414 South Mechanic St.  
Smethport PA 16749  
(814)887-5543 – phone  
(814)887-5544 – fax

**David E. London**  
Superintendent

**Susan M. Jordan**  
Business Manager

**Brice N. Benson**  
High School Principal

**Kristin J. Zona**  
Elementary Principal

**Julia E. Anderson**  
Director of  
Special Education

**Kevin C. Kolivoski**  
Technology Coordinator

TO: All  
FROM: David E. London, Superintendent  
SUBJECT: **OPENING(S)**  
DATE: July 29, 2020

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The **SMETHPORT AREA SCHOOL DISTRICT** is accepting applications for the following positions:

- **DAY TO DAY SECONDARY ENGLISH 7-12 SUBSTITUTE** August 26, 2020 – October 16, 2020
- **TEMPORARY YEAR LONG SUBSTITUTE TEACHERS (2)**
- **TEMPORARY YEAR LONG SUBSTITUTE AIDES (2)**
- **TEMPORARY YEAR LONG CUSTODIAL**
- **TEMPORARY YEAR LONG INFORMATION TECHNOLOGY SUPPORT TECHNICIAN**

Temporary positions begin approximately August 21, 2020 and end May 31, 2021 and are designed to provide additional staffing during the pandemic situation. Position descriptions are available at [www.smethportschools.com](http://www.smethportschools.com). Send a letter of interest, standard teaching application or non-teaching application, resume, transcripts (if relevant), three (3) current letters of recommendation, and clearances to Mr. David E. London, Superintendent, Smethport Area School District, 414 South Mechanic Street, Smethport, PA 16749. Deadline August 14, 2020 at 3:00. EOE

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A proof of tear sheet must accompany the invoice for payment. Please forward a copy of the advertisement or tear sheet for our files.

**Smethport Area School District**  
**2020 – 2021 School Year**  
**Temporary Positions for Staffing during the COVID-19 Pandemic Situation**

**General Description:**

The following positions are being advertised and potentially hired by the Smethport School District in order to provide additional substitute staffing during the 2020-2021 school year. The temporary positions are due to the COVID-19 pandemic situation. Successful applicants will be employed with the school district for the duration of the 2020-2021 school year. There is no guarantee of employment beyond the 2020-2021 school year. Positions are grant funded and not included in the collective bargaining agreements.

**GENERAL JOB QUALIFICATIONS AND REQUIREMENTS:**

- Valid PA State Teaching Certification, any appropriate area of certification will be considered at the elementary or secondary level. (Sub Teaching Positions only)
- Required PA State clearances (Act 34, 114 and 151), Act 24 documentation, Act 168 documentation (All Positions)
- Able to begin work August 21, 2020 (All Positions)
- Able to perform general teaching and supervisory duties as assigned daily. (Teaching Positions)
- Competent with technology and experienced with Google Classroom (Teaching, Technology Support and Aide Positions)
- Able to perform specific duties as outlined in related SASD job descriptions (All Positions)
- Specialized technology/computer networking training preferred (Information Technology Support Position)

**POSITION:** Temporary Year Long Substitute Teacher 2020-2021 school term

**TERMS:**

1. The District will include as a paid position a temporary Year Long Substitute Teacher for each building (1-elementary and 1-high school). Each position will be terminated upon the conclusion of the 2020/2021 school term or sooner pending operational status.

2. Salary and benefits for each position will be limited to the following:
  - Salary will be \$27,000 based on 186 days of work.
  - Health care will be provided to the employee according to minimum requirements of the Affordable Care Act Regulations.
  - Dental Plan will be provided.
  - Life Insurance will be provided.
  - Retirement and salary related benefits will be paid to PSERS, SSI/M, and WC.
  - Paid leave days will be limited to a total of five (5) days. (Leave days can be used for personal, sick, emergency, etc. which would result in 181 days of work. Paid leave days require administrative approval.)

**POSITION:** Temporary Year Long Substitute Aides 2020-2021 school term

**TERMS:**

1. The District will include as a paid position a temporary Year Long Substitute Aide Position for each building (1-elementary and 1-high school). Each position will be terminated upon the conclusion of the 2020/2021 school term or sooner pending operational status.
2. Salary and benefits for each position will be limited to the following:
  - Salary will be \$16,200 based on a 7.5 hour workday and 184 days of work.
  - Health care will be provided to the employee according to minimum requirements of the Affordable Care Act Regulations.
  - Dental Plan will be provided.
  - Life Insurance will be provided.
  - Retirement and salary related benefits will be paid to PSERS, SSI/M, and WC.

- Paid leave days will be limited to a total of four (4) days. (Leave days can be used for personal, sick, emergency, etc. which would result in 180 days of work. Paid leave days require administrative approval.)

**POSITION:** Temporary Year Long Custodian 2020-2021 school term

**TERMS:**

1. The District will include as a paid position a temporary Year Long Custodian/Cleaning Position district wide. Employee may be assigned to day or night shift. Position will be terminated upon the conclusion of the 2020/2021 school term or sooner pending operational status.
  
2. Salary and benefits for each position will be limited to the following:
  - Salary will be \$16,200 based on a 7.5 hour workday and 184 days of work.
  - Health care will be provided to the employee according to minimum requirements of the Affordable Care Act Regulations.
  - Dental Plan will be provided.
  - Life Insurance will be provided.
  - Retirement and salary related benefits will be paid to PSERS, SSI/M, and WC.
  - Paid leave days will be limited to a total of four (4) days. (Leave days can be used for personal, sick, emergency, etc. which would result in 180 days of work. Paid leave days require administrative approval.)

**POSITION:** Temporary IT Technician Support Position for the 2020-2021 school term

**TERMS:**

1. The District will include as a paid position a temporary IT Technician Support, District wide. This position will be terminated upon the conclusion of the 2020/2021 school term or sooner pending operational status.

3. Salary and benefits for each position will be limited to the following:

- Salary will be \$20,250 based on a 7.5 hour workday and 184 days of work.
- Health care will be provided to the employee according to minimum requirements of the Affordable Care Act Regulations.
- Dental Plan will be provided.
- Life Insurance will be provided.
- Retirement and salary related benefits will be paid to PSERS, SSI/M, and WC.
- Paid leave days will be limited to a total of four (4) days. (Leave days can be used for personal, sick, emergency, etc. which would result in 180 days of work. Paid leave days require administrative approval.)