

LAUREL HIGHLANDS SCHOOL DISTRICT

TO: All Professional Personnel
FROM: Dr. Gary M. Brain, Superintendent
SUBJECT: Posting of Professional Position
DATE: July 18, 2008

Information For All Applicants:

POSITION: BUSINESS TEACHER - LAUREL HIGHLANDS MIDDLE SCHOOL

Job Description: To Teach Business classes at the Laurel Highlands Middle School in accordance with guidelines and schedules as designated by the building principal. This is a full-time position.

Certification Required: Valid Pennsylvania Certificate Business/Computers/Information Technology

- A. **Effective Date:**
To Be Determined.
- B. **Salary:**
In Accordance with the Teacher/Board Contract.
- C. **Applications:**
Applications will be received in the Office of the Superintendent, 304 Bailey Avenue, Uniontown, Pennsylvania, 15401, until 12 NOON, THURSDAY, JULY 24, 2008. Please fax (724-437-8929) or email (peggk@lhsd.org) or drop off your bid to Kim Pegg at the Central Office. To ensure that your bid has been received, please call Kim to confirm, 724-437-2821, extension 1003. We will not be held responsible for bids not received.

Information required of applicants who are not currently employed by the Laurel Highlands School District. It is your responsibility to make sure your file is complete.

1. *Standard PA Professional Application, completed in full*
2. *All Transcripts*
3. *Valid Act 34, Act 151 and FBI Clearances*
Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.
4. *Teaching Certificate(s)*
5. *Proof of passing any appropriate National Teacher Exams*
6. *Resume*
7. *Three Letters of Reference*
8. *TB Tine Test or Chest X-Ray*