

TO: ALL PROFESSIONAL PERSONNEL  
FROM: DR. GARY M. BRAIN, SUPERINTENDENT  
SUBJECT: POSTING OF PROFESSIONAL POSITIONS  
DATE: JULY 18, 2008

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**INFORMATION FOR ALL APPLICANTS:**

**POSITION: GRADE 1 – MARSHALL ELEMENTARY SCHOOL**

**CERTIFICATION**

**REQUIRED:** Valid Pennsylvania Certificate to Teach in the Elementary Schools.  
*Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.*

**JOB DESCRIPTION:** To teach elementary students in accordance with the guidelines and schedules as designated by the building principal.

- 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, PA 15401, until 12:00 NOON, THURSDAY, JULY 18, 2008. Please fax (724-437-8929) or email ([peggk@lhsd.org](mailto: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.*

- A. *Standard PA Professional Application, completed in full*
- B. *All Transcripts*
- C. *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.*
- D. *Teaching Certificate(s)*
- E. *Proof of passing any appropriate National Teacher Exams*
- F. *Resume*
- G. *Three Letters of Reference*
- H. *TB Tine Test or Chest X-Ray*

*"Laurel Highlands is an Equal Opportunity Employer"*