



TO: **Substitute Employees**
 FROM: Human Resources Department
 SUBJECT: Reappointment to the Substitute List for the 2018-19 School Year

If you wish to continue to substitute with Manassas Park City Schools for the **2018-19 school year**, please complete the information requested below and return to Manassas Park City Schools, by U.S. Mail at One Park Center Court, Suite A, Manassas Park, VA 20111-2395 or e-mail to dana.williams@mpark.net or fax at (703) 361-4583.

- Yes, I would like to remain on the substitute list for the 2018-2019 school year.
- No, I do not wish to substitute for MPCS, please remove my name from the list.
- College Student (available only during school breaks)

Please update the information listed below:

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Cell Phone _____ E-mail _____

If you were approved as an Instructional Aide last year fill-in the information below:

- Please select the grade levels you wish to substitute teach:
- | | | |
|---|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Grades Pre-K-2 | <input type="checkbox"/> Grades 3-5 | (\$10.00 per hour) |
| <input type="checkbox"/> Grades 6-8 | <input type="checkbox"/> Grades 9-12 | (\$12.00 per hour after 140 hours) |

If you were approved as a Substitute Teacher last year fill-in the information below:

- Please select the grade levels you wish to substitute teach:
- | | | |
|---|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Grades Pre-K-2 | <input type="checkbox"/> Grades 3-5 | (\$15.00 per hour) |
| <input type="checkbox"/> Grades 6-8 | <input type="checkbox"/> Grades 9-12 | (\$17.00 per hour after 140 hours) |

Please check the box next to the Substitute Support Staff position(s) you were approved for last year:

- | | | |
|--|--|---|
| <input type="checkbox"/> Bus Attendant (\$10.00 per hour) | <input type="checkbox"/> Clerical (\$10.00 per hour) | <input type="checkbox"/> Cafe Team Member (\$8.50 per hour) |
| <input type="checkbox"/> * Bus Driver (\$15.00 per hour)
* CDL Required | <input type="checkbox"/> * Nurse (\$18.00 per hour)
* Current license must be on file | <input type="checkbox"/> Certified Athletic Trainer (\$50 per hour)
* License Required |

Manassas Park City Schools (MPCS) does not discriminate on the basis of race, color, sex (including sexual harassment, Title IX, and pregnancy), marital status, religion, national origin, age, disability, or genetic information in its programs and activities. These protections apply to students, employees, and other members of the public. MPCS also provides equal access to the Boy Scouts and other designated youth groups. MPCS is committed to equal access and equal opportunity in all services and employment; to include its policies, complaint process, program accessibility, religious accommodations and other Equal Employment Opportunity matters. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

For HR Use Only:
 SS#
 Gender
 DOB