

Centennial School District

Human Resources

433 Centennial Road
Warminster, PA 18974-5455



Voice: 215-441-6000
FAX: 215-441-5105
www.centennialsd.org

December 15, 2011

Dear Potential New Support Staff Substitute Employee:

We would like to welcome you to join the Centennial School District. We believe your experience working for our district will be rewarding and beneficial. Here are just a few reasons to join our substitute support staff:

- ✓ Only work when the students are in school
- ✓ Time off during the summer months
- ✓ May possibly lead to permanent employment
- ✓ Try out different positions and schools before accepting a permanent position
- ✓ Flexible schedules
- ✓ Work with students
- ✓ Additional income
- ✓ Don't need to drive to work in hazardous road conditions if school is cancelled or delayed

The rate of **SUBSTITUTE** pay is as follows:

SUBSTITUTE Position:	Pay Rate: (effective December, 2011)
Cafeteria Worker	\$10.01/hr
Monitor	\$9.03/hr
Student Support/Instructional Aide	\$10.01/hr
Clerk	\$10.01/hr
Secretary	\$11.62/hr
Bus Driver	\$10.70/hr (trainee) \$17.11/hr (substitute)
Custodian	\$13.32/hr

We invite you to attend an orientation to hear more about our substitute positions available to you. The date of the next orientation is

JANUARY 11, 2012 at 9:00 AM

in the Board Room of the Centennial School District Administration Building located at 433 Centennial Road, Warminster. No need to register, nothing to bring at this time. All paperwork and information will be given out at the orientation. After attending the orientation and once your file is completed you may call our Human Resources Department (215 441 6000 x 11033) for an appointment so we can go over your paperwork and review original documents. After review of your completed file, you will be put on our substitute list and called to work when needed in the positions you have selected. If at any time you have any questions, please call Mary Beth Van Note at 215-441-6000 x 11032.

Thank you, again, for your interest in Centennial. We hope that you will have a long and prosperous career with our district.