



MAKE  
THINGS  
HAPPEN!

# become a substitute teacher

## guest teacher training Winter – Spring 2024

The Berks County Intermediate Unit offers a Guest Teacher Program for individuals who are interested in serving as substitute teachers in Berks County. The program is designed to provide participants with limited or no classroom experience with the necessary training to qualify as day-to-day substitutes. Anyone possessing a bachelor's degree in any field from an accredited college or university is eligible to apply.

Guest Teacher training is offered at the BCIU main office in Muhlenberg Township, located at 1111 Commons Boulevard, Reading 19605. The program fee is \$25.00, which includes the cost of the two-day training and the initial emergency permit fee.

Through the Guest Teacher Program, participants learn about classroom management, lesson-planning, special education services, development and behavior of age groups, and how to deal effectively with today's students. After meeting all PA Department of Education emergency permit eligibility requirements, successfully completing the two-day training, and submitting all required paperwork, the BCIU will apply for a Type 06 day-to-day substitute emergency permit on a new Guest Teacher's behalf. Once the permit is approved, a Guest Teacher becomes eligible to apply to work as a day-to-day substitute in any subject area and grade level for the academic school year in the following participating Berks County public school entities:

Antietam - Brandywine Heights Area - Daniel Boone Area - Exeter Township - Fleetwood Area - Governor Mifflin - Kutztown Area - Muhlenberg - Oley Valley - Schuylkill Valley - Twin Valley - Wilson - Berks Career & Technology Center - BCIU

Please note that the emergency permit sponsored by the BCIU qualifies an individual to substitute in short-term assignments only at the participating Berks County public school entities above.

### Winter 2024 | January 24-25, 2024

Deadline for application: **November 10, 2023**

Interviews: **November 21, 2023**

Snow dates: **January 31 – February 1, 2024**

### Spring 2024 | March 20-21, 2024

Deadline for application: **January 19, 2024**

Interviews: **February 1, 2024**

Snow dates: **April 3-4, 2024**

### HOW TO APPLY

The following application materials must be received by the application deadline. Late applications will not be accepted:

- PA Standard Teaching Application, including essay portion
- Two (2) personal or professional references
- \$25.00 money order payable to BCIU (Sorry, no personal checks or cash accepted.)

Please mail application materials to:

Guest Teacher Program  
BCIU Human Resources  
P.O. Box 16050  
Reading, PA 19612-6050

Once your application has been received, you will be contacted to schedule an interview on the designated interview date. For more information on the BCIU Guest Teacher Program, contact Charlene Brown at [chabro@berksiu.org](mailto:chabro@berksiu.org) or 610-987-8433.