



Jordan Russell

File Number: 0880586
SS#: XXX-XX-1382

**NEW YORK CITY DEPARTMENT OF EDUCATION
SUBSTITUTE TEACHER CERTIFICATE: PDTR 83**

Effective Date: 09/01/2013
Expiration Date: 08/31/2014

This certificate is issued in accordance with Regulations of the Chancellor of the New York City Department of Education and is valid for service exclusively as a day-to-day Substitute Teacher between the effective date and expiration date listed above. Your failure to maintain at least the minimum requirements under which this certificate was issued shall cause this certificate to be invalidated.

Applicable Uses:

This certificate authorizes the holder to provide day-to-day substitute teacher coverage.

Restrictions:

This certificate cannot be used to provide full-time teaching service and is not valid for service in any position which is normally paid on the full-time teacher payroll. Teaching service performed under this certificate will only be paid at the prevailing contractual per-diem rate.

Opportunities for Service:

The number and timing of assignments available to substitutes are dependent on the absence of fulltime staff and no guarantees can be made regarding the number of assignments, the number of workdays, and the timing and location of the assignments. Consequently, substitute teachers should seek other employment to supplement their financial needs, as necessary. The NYCDOE will deny claims made by substitutes for payment, based upon periods of unemployment.

Certificate Renewal:

Substitute Teachers, who are not certified as Teachers by the New York State Education Department and whose employment as a day-to-day Substitute Teacher exceeds forty (40) days, must submit documentation of their having completed at least six (6) professional teacher education credits by August 31, 2014. This requirement shall remain in effect until the Substitute Teacher completes all professional teacher education credits needed for New York State teacher certification.

This Substitute Teacher Certificate will not be renewed unless the holder has rendered satisfactory service, has met and/or maintained all the conditions under which it has been issued, and has fulfilled any additional requirements that may be established as a condition for future renewal.

Your use of this certificate implies that you agree to abide by the conditions stated above.

Signature of Substitute Teacher _____
(Please sign in ink and maintain for your records)

As a Substitute Teacher, you are covered by the "Reasonable Assurance of Employment" section of the Unemployment Insurance Law (code 590.10,590.11) during established customary vacation (summer, winter or spring breaks) periods, and customary school closings (holidays or other closings). This means that, during these periods, the New York State Department of Labor may disqualify you from receiving/collecting unemployment insurance benefits. For more information, please call the "Reasonable Assurance Information Line," at (718) 935-4521.

Verify the accuracy of the information above. Personal data changes must be reported by using the Personal & Tax Data Change Form available at: <http://schools.nyc.gov/dhrforms> or by calling HR Connect at (718) 935-4000.