

**Eastern Center for Arts and Technology
Training Supervisor Form**

I, (Print Name) _____,

(Business) _____

will serve in the position of Training Supervisor for a student of Eastern Center for Arts and Technology.

Please list student you will be responsible for:

_____.

- Supervisor shall meet any standards that may be established by federal, state or local government.
- Supervisor shall adhere to all rules and regulations and administrative guidelines governing the conduct of the School's professional employees.
- Supervisor shall agree to be bound by all applicable privacy laws and regulations. Supervisor will respect the privacy and anonymity of each child by maintaining the confidentiality of information regarding students. Information regarding student work performance and/or behavior and information contained in student records must be shared only with EASTERN employees with an "educational need to know."
- Supervisor will obtain approval to transport students in personal vehicles in advance on a case-by-case basis. Approval must come from the Director or his designee. Supervisor who transport students in personal vehicle is not covered by insurance provided by the School. Insurance coverage in this situation is through the supervisor's own insurance carrier.
- Supervisors are required to submit Clearances

I have attached my current Act 34 (PSP), Act 151 (Child Abuse) and Act 114 (FBI) clearances or FBI exemption form. I further agree to report new arrests or convictions for any offense that would create a ban on work with children to an administrator in writing within 72 hours.

Clearances must be obtained before you may serve as Training Supervisor.

_____	_____	Approved	Not Approved
Signature of Training Supervisor	Date	_____	_____
Signature of Director	Date	_____	_____
Personnel Section Joint Committee Approval	Date	_____	_____