

## **SUBSTITUTE POSITIONS – ACCEPTING APPLICATIONS**

**Applicants must complete the civil service application and return to the school district personnel office.**

**Salary/Pay Scale:** \$11.80 per hour

### **Fingerprinting Requirements:**

Fingerprint clearance through NYS Education is required PRIOR to being permitted to sub. Fingerprinting fee is currently \$101.75 and is administered by MorphoTrust/IDEMIA.

### **Substitute School Bus Attendant:**

Good general intelligence; ability to get along well with students and command with respect; ability to understand and follow simple oral and written directions; ability to acquire a working knowledge of basic first aid methods; physical condition commensurate with the demands of the position.

### **Substitute Cleaner:**

Working knowledge of simple building cleaning methods, materials & equipment; ability to perform repetitive building cleaning tasks effectively and efficiently; ability to follow simple oral directions; ability to use hand & power cleaning equipment such as vacuum cleaner, buffer & polisher; physical condition commensurate with the demands of the position.

### **Substitute Food Service Helper:**

Working knowledge of cleaning methods and the use of cleaning materials and equipment; ability to heat and serve food; ability to follow oral directions; ability to get along well with children and adults; physical condition commensurate with the demands of the position.

### **Substitute School Monitor:**

Monitor halls and other designated areas to ensure order and proper conduct of students. Walks the halls to ensure order and proper student conduct. Reports discipline problems to the Principal or Assistant Principal; Inspects passes to ensure students are abiding by the school's rules and regulations; Checks bathrooms for loitering and/or smoking; Keeps order in cafeteria.

### **Substitute Teacher Aide:**

Must be familiar with classroom routine; able to communicate effectively; able to establish & maintain discipline, tact, courtesy, dependability and good judgment. Under the general supervision of the teacher, substitute teacher aides will assist teachers with that part of their duties that can be done by non-professional personnel. Will provide remedial assistance to students who require additional help in certain subject matters, following guidelines established by the teacher. Assists in routine classroom housekeeping chores; assists teachers with corridor, lunchroom and other monitoring duties; may assist teachers with preparation of instructional materials & bulletin boards; may organize & participate in group games, reading, music & related activities; proctors & otherwise helps to conduct exams; occasionally oversees

class when the teacher is out of the room. Minimum requirement of high school diploma or GED.

**Substitute School Bus Driver** (\$20.00 per hour)

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mental alertness; dependability; physical condition commensurate with the demands of the position. Drivers must be at least 21 years of age. Eligibility for Commercial Driver's License (CDL) Class B issued the NYS Dept. of Motor Vehicles, at time of appointment. In addition, candidates must satisfy the requirements for substitute school bus driver set forth in the Rules and Regulations of the NYS Commissioner of Education.

**Substitute Registered Professional Nurse (School)** \$140.00 per day

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse. Eligibility for a license issued by the State of NY as an RPN. Possession of the license at time of appointment.

**Substitute Licensed Professional Nurse (School)** \$120.00 per day

Graduation from a school or nursing program approved by the State Education Department as qualifying for License Practical Nurse. Possession of the license at time of appointment. Duties are carried out under the direct supervision of the RPN.