

To be considered for employment as a substitute, complete and return the following forms:

1. HFM BOCES Substitute Application Form (Document E)
2. HFM BOCES Substitute Reference Forms - 3 (Document F) or you may submit your college credential file.
3. HFM BOCES Substitute Job Description(s) – signed and dated by you (Document D-1 and/or D-2)

You must also submit the following as appropriate:

Substitute Teacher (minimum of 60 college credits):

- Copy of your college transcript(s)
- Copy of your teaching certification (if you are certified)
- Copy of any related professional license (such as cosmetology)

Substitute School Nurse

- Copy of your nursing license
- Completed civil service application

Substitute Teacher Aide

- Copy of high school diploma or GED
- Completed civil service application

Please note:

- Additional postage is required when you submit all required materials.
- Once we receive your forms, you will be notified if a formal interview will be scheduled.
- If after the interview process you are recommended for employment, the following are required:
 - Fingerprinting and clearance
 - Photo ID
 - Hazard Communications/Right To Know Training
 - Orientation

Substitute Application Form
Office of Substitute Services
Hamilton-Fulton-Montgomery BOCES
2755 State Highway 67
Johnstown, NY 12095

Document E
Revised 1/4/10

Please type or print in black or blue ink

(Office use only) Pin No. _____

Position(s) applying for: _____

Substitute Area(s) _____ Elementary
_____ Middle _____ High

Personal Information:

Name: _____

Social Security Number: _____

If additional information relative to a change of name, use of an assumed name or nickname is necessary to enable us to check on your work or school record, please indicate that name: _____

Present Address: _____
Street City State Zip

_____ Telephone Number

_____ E-mail Address

Education Information:

	Name of Institution	Location	Dates of Attendance	Degree/Diploma
High School				
College/University				
College/University				
Graduate Work				
Major Field Prep.				
Other Areas				

Certification Title

Type of Certificate (list effective and expiration dates):

	Initial _____ Professional _____ Provisional _____ Permanent _____
	Initial _____ Professional _____ Provisional _____ Permanent _____

Do you have any of the following skills: ___ typing ___ computer ___ phone systems ___ CPR certified ___ WSI certified

Are you available for assignments in the area school districts listed below? (check Yes or No)

	Yes	No
01 Johnstown		
02 Gloversville		
03 St. Johnsville		
04 Canajoharie		
05 Fonda-Fultonville		
06 BOCES Special Ed.		
07 BOCES Alternative Ed.		
09 Broadalbin-Perth		

	Yes	No
10 Mayfield		
11 Edinburg		
12 BOCES Career Ed.		
14 Fort Plain		
16 Northville		
18 Amsterdam		
20 Wheelerville		

Do you wish to be considered for HOME Teaching-Tutoring? _____

Do you have a disability which would prevent you from performing the duties of this job, with or without reasonable accommodations? _____ If yes, please explain: _____

Check the appropriate box to the right of each question. (None of the below circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying):

	Yes	No	If yes, explain:
Were you ever dismissed or discharged from any employment for reasons other than your position being eliminated?			
Did you ever resign from any employment rather than face dismissal?			
Did you ever receive a dishonorable discharge from the Armed Forces of the United States?			
Have you ever pleaded guilty to or been convicted of any crime (felony or misdemeanor)?			
Are you now under charges for any crime?			

Are you a member of the NYS Retirement System? ___ Yes ___ No Retirement Number _____

Are you a U.S. Citizen? ___ Yes ___ No If NO, did you filed a declaration of intent? ___ Yes ___ No

If you are not a U.S. Citizen, do you intend to become a citizen of the U.S.? ___ Yes ___ No

If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.? ___ Yes ___ No

Do you intend to remain permanently in the United States? ___ Yes ___ No

If you are hired, you will be required to present proof of your legal right to work in the U.S.

Work Experience: You are responsible for submitting an accurate, adequate and clear description of your experience. Beginning with your most recent job, describe below in detail all past employment. If more space is needed, attach 8 1/2"x11" sheets of paper.

Length of Employment MO YR MO YR From / to /	Business name: Telephone number:	Street address:	City State Zip code
Earnings (circle one) \$ WK/MO/YR	Describe duties with estimated percentages of time spent on each type of work (total not to exceed 100%):		
Type of Business			
Your Exact Title			
Name and Title of Supervisor			
No. of hours worked per week:			
	Reason for Leaving:		
Length of Employment MO YR MO YR From / to /	Business name: Telephone number:	Street address:	City State Zip code
Earnings (circle one) \$ WK/MO/YR	Describe duties with estimated percentages of time spent on each type of work (total not to exceed 100%):		
Type of Business			
Your Exact Title			
Name and Title of Supervisor			
No. of hours worked per week:			
	Reason for Leaving:		
Length of Employment MO YR MO YR From / to /	Business name: Telephone number:	Street address:	City State Zip code
Earnings (circle one) \$ WK/MO/YR	Describe duties with estimated percentages of time spent on each type of work (total not to exceed 100%):		
Type of Business			
Your Exact Title			
Name and Title of Supervisor			
No. of hours worked per week:			
	Reason for Leaving:		

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that false or incorrect information in this application is grounds for disqualification from further consideration or for dismissal from employment. Further, I hereby authorize my former employer(s), reference(s), and any other individual or organization to provide information solicited by this organization, and I hereby release and discharge each of the above, including this organization, from any liability of any kind or nature.

SIGNATURE

DATE

HFM BOCES
Board of Cooperative Educational Services
2755 State Highway 67
Johnstown, New York 12095

Job Description – Substitute Teacher

Job Title: Substitute Teacher

Location: Various buildings within HFM BOCES

Immediate Supervisor: Building or Program Administrator

Pay Scale: Substitute Teacher

Job Description: To replace the regularly appointed teacher in his/her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the regularly appointed teacher were in attendance. The substitute teacher is responsible for carrying out the lesson plans of the regularly appointed teacher for whom he/she is substituting.

Essential Functions/Typical Tasks (Illustrative only): The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Follows the lesson plan(s) left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
- Maintains as fully as possible the established routines and procedures of the school and classroom where assigned.
- Meets and instructs assigned classes in the locations and at the times designated.
- Establishes and maintains order in the classroom.
- Maintains a classroom environment conducive to effective learning.
- Establishes a climate that promotes fairness and respect.
- Takes all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Corrects any student papers assigned during the day.
- Places students' paper(s) in regular teacher's desk.
- Returns instructional materials and equipment to proper place.
- Dismisses all students from the classroom before leaving the building.
- Conducts oneself in a business like and task-oriented manner.
- Uses positive verbal and non-verbal skills that enhance learning.
- Models non-discriminatory practices in all activities.
- Cooperate with school personnel.
- Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- Assists in upholding and enforcing school rules, administrative regulations, and School Board policies.
- Performs other related duties as assigned by program/building administrator(s) in accordance with school policies and practices.

Knowledge, Skills and Abilities:

- Ability to follow oral and written directions.
- Ability to maintain effective classroom management strategies.

- Possess problem-solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- Ability to communicate effectively in writing and orally.
- Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency.

Position Requirements:

- Candidate must be at least 18 years of age.
- Education equivalent to graduation from an accredited high school or General Education Diploma (GED).
- Home-schooled individuals must have a GED or diploma issued by an accredited school. A bachelor's degree or higher supersedes the requirement of a high school diploma or GED. If an individual recently obtained a bachelor's degree (or higher), but the degree is not posted on a transcript yet, then a letter from the college registrar is sufficient.
- Substitutes with valid teaching certificate: Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.
- Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year: Service may, with approval of the school agency, be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.
- Substitutes without a valid certificate and who are not working toward certification: Service may be rendered for no more than 40 days in a school year.
- Candidate must agree to fingerprinting and authorize HFM BOCES to conduct a Criminal History Records Search.
- Use of personal electronic equipment is prohibited during class hours.

Equipment Used:

- | | | | |
|--------------------------------|--------------|---------------------|------------------------------|
| • VCR | • Copier | • Overhead | • Various Adaptive Equipment |
| • Fax Machine | • Calculator | • Personal Computer | |
| • Various Industrial Equipment | • DVD | • Typewriter | |

Physical Requirements:

Duties performed typically in school settings, such as classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, moving equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. Occasional travel between work sites may be required. The substitute teacher is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Instruction to special needs students may occur frequently. Daily

personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with other staff members and program/building administrator(s) is required on assigned days as a substitute.

Environmental Conditions:

- Air-Conditioned Buildings
- Occasional exposure to weather extremes.
- Ability to tolerate varying noise levels.
- Exposure to bodily fluids and infectious diseases.
- Ability to tolerate stressful situations.
- Exposure to anti-social behavior.

Position Information:

- Employment is on an as-needed basis.
- Services may be needed for one day, one week, one month or longer.
- All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- Supervised by Building or Program Administrator.
- Employment is automatically discontinued effective June 30, unless the individual is re-appointed for the following school year.

I have read and understand the substitute teacher job expectations and requirements.

Signature

Date

Printed Name

HFM BOCES
Board of Cooperative Educational Services
2755 State Highway 67
Johnstown, New York 12095

Job Description – Substitute Teacher Aide

Job Title: Substitute Teacher Aide

Location: Various buildings within HFM BOCES

Immediate Supervisor: Building or Program Administrator

Pay Scale: Substitute Teacher Aide

Job Description: To replace the regularly appointed teacher aide in his/her absence. To assist the certified teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promote the health and education of the children and to attend to their safety and welfare.

Essential Functions/Typical Tasks (Illustrative only): The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper(s) and supplies.
- Provide instruction/assistance to individual or small groups of students, reinforcing instruction as directed by the teacher.
- Assist in overseeing student activities; monitor and maintain student behavior in accordance with established guidelines.
- Perform routine clerical duties in support of classroom activities such as copying and filing instructional material.
- Keep simple records such as recording grades or completion of homework assignments, as directed by the teacher.
- Assist teacher in routine classroom preparation duties, such as making student folders, charts, schedules, posters and bulletin boards at the direction of the teacher.
- Supervise and monitor class when teacher is out of the room.
- Perform required care-giving/personal hygiene activities for student; i.e., feeding, toileting, dressing, etc.
- Assist students in moving to restrooms and other areas in the building such as the cafeteria or nurse's office; assist students during other school related activities as needed including assemblies, field trips and co-curricular activities.
- Assist students on and off the bus, including students in wheelchairs, lifting students as needed.
- Assist students with braces and other orthopedic equipment; lift, position and reposition students as needed.
- Assist students with severe eating problems and monitor self-feeding students; take appropriate action when students have difficulty while eating.
- Assure the safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.
- Establish a climate that promotes fairness and respect.
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Return instructional materials and equipment to proper place.

- Conduct oneself in a businesslike and task-oriented manner.
- Use positive verbal and non-verbal skills that enhance learning.
- Model non-discriminatory practices in all activities.
- Cooperate with school personnel.
- Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- Assist in upholding and enforcing school rules, administrative regulations, and School Board policies.
- Perform other related duties as assigned by the program or building administrator(s) in accordance with school policies and practices.

Knowledge, Skills and Abilities:

- Conform to and support the assigned teacher's style of classroom management.
- Understand and follow oral and written directions.
- Possess problem-solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- Ability to communicate effectively.
- Work cooperatively with others and independently as needed.
- Possess positive communication skills, both orally and written in working with students, physically and developmentally handicapped children, parents, personnel, vendors and the public.
- Assist in toileting and feeding special education students.
- Be tactful, courteous, dependable, resourceful, and show initiative.

Position Requirements:

- Candidate must be at least 18 years of age.
- Education equivalent to graduation from an accredited high school or General Education Diploma (GED).
- Experience working with children with disabilities preferred.
- Candidate must agree to fingerprinting and authorize HFM BOCES to conduct a Criminal History Records search.
- Use of personal electronic equipment by aide is prohibited during class hours.

Equipment Used:

- | | | | |
|--------------------------------|--------------|---------------------|------------------------------|
| • VCR | • Copier | • Overhead | • Various Adaptive Equipment |
| • Fax Machine | • Calculator | • Personal Computer | |
| • Various Industrial Equipment | • DVD | • Typewriter | |

Physical Requirements:

Duties performed typically in school settings, such as classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, moving equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data,

determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. The substitute teacher aide is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Regular contact with other staff members and program or building administrator(s) is required on assigned days as a substitute.

Environmental Conditions:

- Air-Conditioned Buildings
- Occasional exposure to weather extremes.
- Ability to tolerate varying noise levels.
- Exposure to bodily fluids and infectious diseases.
- Ability to tolerate stressful situations.
- Exposure to anti-social behavior.

Position Information:

- Employment is on an as-needed basis.
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- All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- Supervised by Building or Program Administrator.
- Employment is automatically discontinued effective June 30, unless the individual is re-appointed for the following school year.

I have read and understand the substitute teacher aide job expectations and requirements.

Signature

Date

Printed Name