



HFM BOCES Substitute Services

Phone: (518) 736-4390

FAX: (518) 736-4311

E-mail: subsvc@hfmboces.org

www.hfmboces.org

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

1. HFM BOCES Substitute Application Form (Document E)
2. Civil Service Application (Visit <http://www.fultoncountyny.gov/node/43> to download the [Civil Service Employment Application](#) and submit it together with the BOCES application below.
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)
- Completed Civil Service Application

Substitute School Nurse

- Copy of your nursing license
- Completed civil service application

Substitute Teacher Aide

- Copy of high school diploma or HSE
- 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 (\$99.70 - \$102)
 - Photo ID
 - Hazard Communications/Right To Know Training
 - Orientation



Substitute Employment Application

HFM BOCES is an equal opportunity employer. (Non-Discrimination Statement on page 6.)

GENERAL INFORMATION

Name: _____
Last First Middle

Have you gone by any other legal name? Please list other legal names used: _____

Current mailing address: _____

Permanent home address, if different: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

All candidates must be eligible for employment in the United States and maintain this eligibility throughout their employment with HFM BOCES. Employment is contingent upon the provision of proof of the right to accept employment in the United States.

Are you legally authorized to work in the United States? Yes _____ No _____
Upon employment you will be asked to produce documentation in accordance with the Immigration Reform and Control Act of 1985

Are you over 18 years old? Yes _____ No _____
Subject to verification of minimum legal age requirements

Have you ever served in any branch of the United States Armed Forces? Yes _____ No _____
If yes, type of discharge _____

Have you ever worked for BOCES: Yes ___ No ___
If yes, what department: _____

Have you ever been fingerprinted for employment? Yes _____ No _____
Where: _____ Why: _____

Have you previously resigned from a position in lieu of being terminated? Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____
If yes please explain: _____

Have you ever been the subject of a report pursuant to Part 83 of the Commissioner's regulations?
Yes _____ No _____

Have you ever been the subject of charges under Section 3020-a of the NYS Education Law or any other provision of law? Yes _____ No _____

As a result of prior employment with a public employer in the State/City of New York, are you receiving a pension from a New York State Retirement System? NOTE: NYS Law imposes strict limitations on those retired or intending to retire and draw a pension from NYS public employment system.

Yes _____ No _____ *If yes, list agency and dates _____*

POSITION PREFERENCE

Position(s) applying for _____

Date available for work _____



Substitute
Employment Application

EDUCATION

Do you have a High School or Equivalency Diploma? Yes_____ No_____

Institution	School Name/Location	Major/Minor	Degree
College (undergraduate)			
College (graduate)			
Vocational/Technical Trade			
Other Area(s)			

CERTIFICATION/PROFESSIONAL LICENSE INFORMATION

It is the applicant's responsibility to have sent to HFM BOCES the following: Your official college transcripts, as well as your placement folder (if available) or a minimum of three written references.

I hereby certify that I hold a teaching certificate(s) issued by the University of the State of New York as follows:

Certification Area	Type of Certification	Date

Are you available for assignments in the area school districts listed below?

School District	Yes	No	School District	Yes	No
01 Johnstown			11 Edinburg		
02 Gloversville			12 BOCES Career TECH		
03 Oppenheim-Ephratah-St. Johnsville			14 Fort Plain		
04 Canajoharie			16 Northville		
05 Fonda-Fultonville			18 Amsterdam		
06 BOCES Special Ed.			20 Wheelerville		
07 BOCES Adirondack Academy			21 BOCES PTECH		
09 Broadalbin-Perth			22 AG PTECH		
10 Mayfield					

Area(s) _____ Elementary _____ Middle _____ High



EMPLOYMENT HISTORY

Employer: _____

Address: _____

Telephone: _____

Job Title _____

Immediate Supervisor, Title, Telephone: _____

Dates Employed: _____

Salary: _____

Reason for Leaving _____

My we contact for reference? _____ Yes _____ No _____ Later

Employer: _____

Address: _____

Telephone: _____

Job Title _____

Immediate Supervisor, Title, Telephone: _____

Dates Employed: _____

Salary: _____

Reason for Leaving _____

My we contact for reference? _____ Yes _____ No _____ Later

Employer: _____

Address: _____

Telephone: _____

Job Title _____

Immediate Supervisor, Title, Telephone: _____

Dates Employed: _____

Salary: _____

Reason for Leaving _____

My we contact for reference? _____ Yes _____ No _____ Later



Substitute
Employment Application

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Address: _____

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Address: _____

Telephone: _____

Job Title _____

Immediate Supervisor, Title, Telephone: _____

Dates Employed: _____

Salary: _____

Reason for Leaving _____

My we contact for reference? _____ Yes _____ No _____ Later



Substitute
Employment Application

References (Professional Only - No Family Members or Personal Friends)

Name	Email Address	Phone	Relationship

I hereby authorize HFM BOCES to make an investigation of my past employment and waive the right of access to any information submitted by these references.

NON-DISCRIMINATION STATEMENT

HFM BOCES is committed to equal opportunity in educational programs, admissions and employment. Hamilton-Fulton-Montgomery BOCES does not discriminate on the basis of an individual’s actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the BOCES non-discrimination policies should be directed to Aaron Flynn (aflynn@hfmboces.org), Human Resources Manager, (518) 736-4681 ext. 4684, or Dr. Lorraine Hohenforst (Lhohenforst@hfmboces.org), Deputy Superintendent, (518) 736-4305, HFM BOCES, 2755 State Highway 67, Johnstown, NY 12095. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov. (Revised Jan. 1, 2016)

The Federal Office of Civil Rights requires that a non-discrimination statement be included on any “bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.”



Substitute
Employment Application

ACKNOWLEDGMENTS

I understand that this application is not a contract of employment. I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I do authorize an investigation of all statements herein and further authorize all cited references to give HFM BOCES any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I authorize HFM BOCES for which I have completed an employment application to check my references, to obtain information from my former employers and educational institutions, to take other action to investigate any information provided in my employment application.

I understand that any omissions on this application may prevent my application from being evaluated and that any misrepresentation, falsification or omission on this application or on other documents submitted to HFM BOCES will be sufficient cause for this application not to be considered by HFM BOCES and may be cause for discharge if I have been employed.

Applicant's Signature: _____ Date: _____

I authorize HFM BOCES to which this application is submitted to obtain information about my criminal record and authorize all government agencies to provide information about my criminal record to HFM BOCES.

Applicant's Signature: _____ Date: _____

I understand that fingerprint clearance is required before I am eligible to be employed and that a complete Criminal Background Check (CBC) may be conducted. If required, I understand that I will have to pay the required fees.

Applicant's Signature: _____ Date: _____

Please send documents to:
HFM BOCES
Attn: Substitute Services
2755 State Highway 67, Johnstown, NY 12095

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
- Various Industrial Equipment
- Calculator
- DVD
- Personal Computer
- 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
- Exposure to bodily fluids and infectious diseases
- Occasional exposure to weather extremes
- Ability to tolerate stressful situations
- Ability to tolerate varying noise levels
- Exposure to antisocial 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.
- 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 aide job expectations and requirements.

Signature

Date

Printed Name