



## Herkimer BOCES Substitute Service

To apply, please go online to [www.applitrack.com/herkimerboces/onlineapp](http://www.applitrack.com/herkimerboces/onlineapp) and complete the online application.

Once your application and recommendations are received and reviewed, you will be contacted for an interview. If approved, and you have OSPRA fingerprint clearance, your name will be presented to our Board of Education at its next meeting.

If you do not have fingerprint clearance you must obtain clearance from the NY State Education Department's OSPRA Office. Fingerprinting is handled by MorphoTrust USA™.

Go online to <https://ny.ibtfingerprint.com/> to schedule an appointment or call toll-free (877) 472-6915. The fingerprinting fee (\$102.00) can be paid at the time of scheduling with a credit card or on-site, at the time of the fingerprinting appointment, with cash or a check payable to MorphoTrust USA. When asked/prompted the ORI number is **TEACH**.

### QUALIFICATIONS/DUTIES

#### Substitute Teacher

Professional classroom management skills, the ability to follow lesson plans and effectively and positively oversee and lead students in the classroom. Ideal candidates should possess a Bachelor's degree, preferably with NYS teacher certification.

#### Substitute Teaching Assistant

Work with the classroom teacher assisting children in learning material and working with students individually or in small groups. Model appropriate behaviors and interactions with students and staff; and assist student by providing special health care needs. May also assist with presenting lessons, preparing instructional materials, monitoring students in various non-classroom settings and/or assist in the administration of tests. Ideal candidates should possess an Associate's degree, preferably with NYS teaching assistant certification.

#### Substitute Teacher Aide

Assists teachers in the performance of their teaching functions by performing varied duties, which support the teaching process, excluding direct instruction. Does related work as required. Must have a high school diploma.

#### Substitute Cleaners

Working knowledge of building cleaning methods, procedures and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; and physical condition commensurate with the demands of the position.

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