

SUBSTITUTE TEACHER APPLICATION INSTRUCTIONS

Elmira City School District
Human Resources and Employee Relations
951 Hoffman Street
Elmira, NY 14905

QUALIFICATIONS

- Possess a valid New York State Teacher's Certificate or have completed at least 60 semester hours of academic studies from an accredited college or university.
- Ability to speak, read and write English well enough to carry out duties of the job.

SALARY

Full-Day Rates	
Certified Teachers	\$75.00
Non-Certified, with Degree	\$70.00
60 Semester Hours	\$65.00

REQUIREMENTS & PROCEDURES

1. Complete the On-line "Application for Professional Employment." **Incomplete applications will not be processed.**
2. Click on "Send Completed Form" at the bottom of the last page to submit electronically. You may also print out your application and mail or bring it to:
Office of Human Resources, 951 Hoffman St., Elmira, NY 14905, Attn: L. Dennison
Monday thru Friday between 8:00 a.m. to 3:30 p.m.
3. We will need you to submit the following documents with your application:
 - Letter of Interest
 - Three (3) written current letters of reference not more than three (3) years old. Letters must have date and signature.
 - Copies of Undergraduate and Graduate transcripts
 - Copy of Teacher Certification (if certified)
4. You will be assigned to a **Three (3) Hour Orientation Session** after we have reviewed your application and documents. We will **not** make a reminder call. At Orientation, you will need to present proper Identification, such as a valid Driver's License, Birth Certificate, or Passport.
5. Your fingerprints will be taken at Orientation. Please see the attached "Fingerprinting Fee Notice."
6. A Drug Screening appointment will be set up for you at St. Joseph's Hospital within a few days following Orientation. There is no fee for the Drug Screening.
7. You must have satisfactory outcome of the Drug Screening prior to starting employment.
8. You must have satisfactory outcome of the Fingerprinting in order to continue being employed.

Please attend the Orientation Session for which you are scheduled.

**PLEASE MAKE YOUR OWN COPIES OF DOCUMENTS REQUIRED
AS WE WILL NOT BE ABLE TO MAKE ANY COPIES FOR YOU**

FINGERPRINT FEE NOTICE

To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.