

## SUBSTITUTE TEACHER AIDE - SPECIAL EDUCATION

### PERSONAL INFORMATION

NAME: \_\_\_\_\_ SOC SEC NO.: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (C) \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

CURRENT MEMBER OF NYS TEACHERS' RETIREMENT SYSTEM? YES [ ] NO [ ]

IF YES, FURNISH RETIREMENT NUMBER: \_\_\_\_\_ TIER \_\_\_\_\_  
(8 DIGITS)

### ACADEMIC BACKGROUND

HIGH SCHOOL ATTENDED: \_\_\_\_\_ DIPLOMA: YES ( ) NO ( )

COLLEGE OR TRADE SCHOOL (IF ANY?) \_\_\_\_\_

### PREFERENCE FOR SUBSTITUTE ASSIGNMENTS

Check area(s) preferred:

- ( ) East (Akron, Alden, Clarence)
- ( ) North (Kenmore, Amherst, Tonawanda, Williamsville, Sweet Home, Grand Island)
- ( ) South (Hamburg, Frontier, Lackawanna, West Seneca)
- ( ) Central (Cheektowaga, Cleve-Hill, Maryvale, Sloan, Lancaster, Depew)

**DAYS:** ( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

Please write any other pertinent information on the back of this form.

### REFERENCES

Name	Title	Address	Phone
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Name	Title	Address	Phone
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Send completed application with a signed copy of 'Information for Substitute Teacher Aides' to:

Human Resources Services  
Erie 1 BOCES  
355 Harlem Road  
West Seneca, NY 14224-1892

ATTENTION: Federal Law requires proof of citizenship as a condition of employment. An I-9 form must be completed in person at the Personnel Office. Call 821-7006 before coming in.

**PLEASE READ AND SIGN REVERSE SIDE OF THIS APPLICATION**

**ERIE 1 BOCES**  
**SPECIAL EDUCATION DIVISION**  
**INFORMATION FOR SUBSTITUTE TEACHER AIDES**

We welcome the services of individuals who are willing to accept on-call assignments as substitutes for us when our regular teacher's aides are absent. To be eligible as a substitute teacher aide, you must be 18 years old and a high school graduate. You must be on our approved list of substitutes. Completing the "Substitute Teacher Aide Application Form" is the first step for approval; final approval and notification is given by the Human Resources Services Office. Attendance at an orientation session will also be required.

This information form lists some items that frequently are raised as questions during the school year by persons who serve as substitute teacher aides; it also attempts to clarify some minor misunderstandings – usually about pay.

We operate special education classes in several of the component districts of Erie 1 BOCES. These classes serve students between 5 and 21 years of age. The major disabilities served are intellectually disabled, learning disabled, emotionally disturbed or speech impaired.

**BRIEF SUMMARY OF "HOW THE SYSTEM WORKS":** BOCES teacher aides have a certain number of days each year that they are allowed to take for reasons of illness or personal business. When they anticipate an absence they call to notify us of the pending absence; they can call either during working hours, or during non-working hours. We try to obtain substitutes as soon as we know of a need; therefore, you may be called during working hours, after 6:00 a.m. or possibly before 11:00 p.m.

After a substitute teacher aide completes an assignment, he/she is responsible for filling out a "Substitute Teacher/Teacher Aide Payroll Information Form" that is available in the classrooms and submitting the form to the office for processing. When the form is received, it is verified by a clerk, signed by the appropriate person, and forwarded to the Payroll Department for processing. Be sure to furnish your NYS Employees' Retirement System (ERS) Number on the application form. If you are not a member of the retirement system, or have not been for at least five years, you will need to sign a retirement election form at the Human Resources Services Office.

Information Items:

1. Pay is \$10.40 hour.
2. Payment for services generally takes four weeks after the form verifying services has been received in the office. This should be understood before agreeing to serve as a substitute.
3. All substitutes are called from the Special Education office.
4. Substitutes must sign the attendance register in the classes where they substitute.
5. Working hours for substitute teacher aides are the same as for other teacher aides in the buildings where classes are housed.

I have read and understand the contents of this "Information for Substitute Teacher Aides" form.

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_  
(Signature) (Date)

Please return the signed Substitute Teacher Aide Application Form to:

Director, Human Resources Services  
Erie 1 BOCES  
355 Harlem Road  
West Seneca, NY 14224

Human Resources: 821-7006  
Exceptional Education: 821-7096

**ATTENTION – BEFORE A PAYCHECK CAN BE ISSUED, THE FOLLOWING FORMS MUST BE FILED WITH THE HUMAN RESOURCES SERVICES OFFICE:**

W-4 Federal Withholding Form  
NYS Teachers Retirement System Election Form  
Civil Service PO-8

IT-2104 State Withholding Form  
I-9 Federal Employment Eligibility Verification  
(must be completed in person)

SUBTASPE

# YOUR COPY

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