

## SUBSTITUTE TEACHER CAREER TECHNICAL EDUCATION – SECONDARY PROGRAMS

(1) Subject Cert.

(2) Other Cert.

(3) No Cert.

### PERSONAL INFORMATION

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

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

TELEPHONE (CELL): \_\_\_\_\_ CURRENT DATE: \_\_\_\_\_ EMAIL \_\_\_\_\_

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

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

### ACADEMIC BACKGROUND (List Institutions)

High School Diploma: \_\_\_\_\_

Associate Degree: \_\_\_\_\_

Bachelors Degree: \_\_\_\_\_

Masters Degree: \_\_\_\_\_

Exact Title of New York State Teacher Certificate(s): \_\_\_\_\_

(Those possessing certification **MUST** submit a copy with this application. State Education Department regulations require candidates not possessing or submitting certification will be limited to 40 days of substitute work.)

### TEACHING/ NON-TEACHING EXPERIENCE (New graduates should list student teaching)

(Employer)	(Type of class/type of work)	(Inclusive Dates of Employment)
_____	_____	_____
_____	_____	_____
_____	_____	_____

### PROFESSIONAL REFERENCES

Name	Title	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Name	Title	Address	Phone
_____	_____	_____	_____

COMMENTS/PREFERENCES/RESTRICTIONS [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday

### CHECK AREA(S) PREFERRED:

- Locations:**
- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Animal Science           | <input type="checkbox"/> Certified Personal Trainer | <input type="checkbox"/> Early Childhood    | <input type="checkbox"/> TV Sound and Production       |
| <input type="checkbox"/> Auto Collision Repair    | <input type="checkbox"/> Cosmetology                | <input type="checkbox"/> Electrical Systems | <input type="checkbox"/> Web Technologies              |
| <input type="checkbox"/> Auto Technician Training | <input type="checkbox"/> Criminal Justice           | <input type="checkbox"/> Electronics        | <input type="checkbox"/> Welding                       |
| <input type="checkbox"/> Aviation                 | <input type="checkbox"/> Culinary Skills            | <input type="checkbox"/> EMS                | <input type="checkbox"/> New Visions-Legal Academy     |
| <input type="checkbox"/> Baking and Pastry        | <input type="checkbox"/> Cyber Security             | <input type="checkbox"/> Fashion Design     | <input type="checkbox"/> New Visions-Health Connection |
| <input type="checkbox"/> Barbering                | <input type="checkbox"/> Dental Lab Tech            | <input type="checkbox"/> HVAC               | <input type="checkbox"/> New Visions-Zoo Wildlife      |
| <input type="checkbox"/> Building Trades          | <input type="checkbox"/> Digital Media              | <input type="checkbox"/> Sports Science     | <input type="checkbox"/> P-TECH                        |

Send completed application, a copy of your certification and a signed copy of 'Information for Substitute Teachers' to:  
Kim Hutter, Erie 1 BOCES  
355 Harlem Road, West Seneca, NY 14224

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

**ERIE 1 BOCES**  
**SECONDARY PROGRAMS - CTE**  
**INFORMATION FOR SUBSTITUTE TEACHERS**

We welcome the services of CERTIFIED teachers who are willing to accept on-call assignments as substitutes for us when our regular teachers are absent. Our preference for substitute teachers is for those who hold certification in vocational education. Those who hold teaching certificates in other areas may also substitute for us without limit. **Individuals with no certification are limited to forty (40) days.**

To provide substitute teaching services for us, you must be on our approved list of substitutes. Completing the "Substitute Teacher Application Form" is the first step for approval; final approval and notification is given by Human Resources Services. A copy of your teaching certificate must be submitted with your application. You must also attend an orientation session at which, among other topics, you will be briefed on universal precautions in dealing with infectious diseases and body fluids.

BRIEF SUMMARY OF "HOW THE SYSTEM WORKS": BOCES teachers 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 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 Teacher Retirement System (TRS) 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 Office.

Information Items:

1. Pay is \$110 per day or \$55 per half day.
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 Career Development Services office.
4. Substitutes must sign the attendance register in the classes where they substitute.
5. Lesson plans should be available to give the substitute teacher guidance on schedules and activities for the students. If there is a problem with lesson plans, it is helpful if the program supervisor is notified at the career development services office.
6. Teachers appreciate having a note left by the substitute, describing significant events that happened during the teacher's absence.
7. Working hours for substitute teachers are the same as for other teachers in the buildings where classes are housed. Substitutes should arrive and leave at the same time as other teachers.
8. It is our desire that a regular schedule of useful and meaningful activities be implemented by substitutes. It also is anticipated that a reasonable level of order be maintained in classes by substitutes. Substitutes who do not show skills at behavior or classroom management, or who do not implement worthwhile learning activities, will be removed from the substitute list. Substitutes may be observed for performance skills by the supervisors.

I have read and understand the contents of this Substitute Teacher form.

Please sign and return the Substitute Teacher Application Form and a copy of your teaching certificate to:

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

Kim Hutter  
Erie 1 BOCES  
355 Harlem Road  
West Seneca, NY 14224

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

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

HR: 821-7006; Secondary Programs-CTE: 821-7099

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

W-4 Federal Withholding Form  
NYS Teachers Retirement System Election Form

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

SUBOCCED1015

# YOUR COPY

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(Print or type name)

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

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