

FOR OFFICIAL USE ONLY

- (1) Subject Cert.
- (2) Other Cert.
- (3) No Cert.

SUBSTITUTE TEACHER SPECIAL EDUCATION

PERSONAL INFORMATION

NAME: _____ CURRENT DATE: _____
 STREET: _____ CITY/STATE: _____ ZIP: _____
 TELEPHONE: (Home) _____ (Cell) _____ SOCIAL SECURITY NUMBER: _____
 E-MAIL ADDRESS: _____
 CURRENT MEMBER OF NEW YORK STATES TEACHERS' RETIREMENT SYSTEM? YES [] NO []
 IF YES, FURNISH RETIREMENT NUMBER (6 Digits): _____ TIER _____

ACADEMIC BACKGROUND

Degree(s): _____ Date Received: _____
 Major Course of Study: _____
 Where Degree(s) Received: _____

CERTIFICATION*

Exact Title of New York State Teacher Certificate(s): _____
 (Those possessing certification MUST submit a copy with this application. Candidates not possessing or submitting certification will be limited to 40 days of substitute work.)

EXPERIENCE (New graduates should list student teaching)

_____	_____	_____
(Employer)	(Type of Class)	(Inclusive Dates of Employment)
_____	_____	_____
(Employer)	(Type of Class)	(Inclusive Dates of Employment)

PROFESSIONAL REFERENCES

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

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

_____ (Please continue on back of this form, if necessary.)

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)

Send completed application, a copy of your certification, Bachelor's Degree and a signed copy of 'Information for Substitute Teachers' to:
 Human Resources Services, Erie 1 BOCES, 355 Harlem Road, West Seneca, NY 14224

*NOTE: State Education Department regulations prohibit teachers who are not certified from working more than forty (40) days total in Special Ed. programs.

PLEASE READ AND SIGN REVERSE SIDE OF THIS APPLICATION

ERIE 1 BOCES
SPECIAL EDUCATION DIVISION
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 general special education, or some other area of special education (e.g. speech and hearing handicapped, etc). Those who hold teaching certificates in areas other than special education may also substitute for us without limit. Those without any kind of teaching certificate, but hold a bachelor's degree, may substitute only for a total of 40 days in any one school year.

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. Attendance at an orientation session will also be required.

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 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 New York State Teacher Retirement System 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 Service Office.

Information Items:

1. Pay is \$110.00 per day or \$55.00 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 notified by the Absence Management automated service.
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 special education 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 special 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 return the signed Substitute Teacher Form and a copy of your teaching certificate and/or Bachelor's Degree to:
Human Resources Services, Erie 1 BOCES, 355 Harlem Rd. West Seneca, NY 14224

(Print or type name)

(Signature)

(Date)

Human Resources Phone: 821-7006; Special Education Phone: 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
New York State Teachers Retirement System Election Form

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

SUBSPED

YOUR COPY

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