

355 HARLEM ROAD WEST SENECA NEW YORK 14224-1892

**FOR OFFICIAL USE ONLY**

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

## SUBSTITUTE TEACHER

## ALTERNATIVE EDUCATION - SECONDARY PROGRAMS

### 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:

- ( ) EDGE Academy – 1635 East Delevan Avenue, Cheektowaga, NY 14215
- ( ) Erie 1 BOCES Learning Center – 675 Potters Road, West Seneca, NY 14224
- ( ) Northtowns Academy – 333 Dexter Terrace, Tonawanda, NY 14150

Send completed application, a copy of your certification 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 BOCES programs.

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

**ERIE 1 BOCES**  
**SECONDARY PROGRAMS**  
**ALTERNATIVE EDUCATION**  
**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 any secondary subject. Those who hold teaching certificates in other areas 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. 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 New York State 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 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 called from the designated Alternative Education 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 alternative 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 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

Secondary Programs/Alternative Education: 821-7035

**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)

# YOUR COPY

## ERIE 1 BOCES SECONDARY PROGRAMS ALTERNATIVE EDUCATION 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 any secondary subject. Those who hold teaching certificates in other areas may also substitute for us without limit. Those without any kind of teaching certificate are not authorized to substitute for us.

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 Services 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 called from the designated Alternative Education 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 alternative 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 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

Secondary Programs/Alternative Education: 821-7035

**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)

SUBALTED