



## SUBSTITUTE POSITIONS

The District continually accepts applications for all substitute positions. The following applications are open on the Ontario County Website:

<https://ontario-portal.mycivilservice.com/jobopps>

- Substitute positions paid at the current NYS Minimum Wage:  
Substitute Teacher Aide; Substitute Teacher Assistant; Substitute School Monitor; Substitute Food Service Helper; Substitute Typist; Substitute Cleaner; Substitute Building Maintenance Assistant; & Substitute School Bus Monitor.
- Substitute School Bus Driver: \$18.00/hr.
- Substitute Automotive Mechanic/Bus Driver: \$18.35/hr.
- Substitute School Nurse: \$125.00/day
- Substitute Building Maintenance Mechanic: NYS Minimum wage plus \$1.50/hr.
- Substitute Life Guard: NYS Minimum Wage plus \$1.00/hr.

**Application Procedure:** *There are Two Parts to the application procedure:*

1. *Submit* your completed **Naples Central School Employment Application** (Available on the school website at [www.naplescsd.org](http://www.naplescsd.org)) to:  
Naples Central School  
136 North Main Street  
Naples, NY 14512
2. **AND** your completed **Ontario County Civil Service form**, available on this website.

For information on applying for substitute positions at Naples Central School please check our school website at [www.naplescsd.org](http://www.naplescsd.org). Interviews are scheduled by the Schools. Substitutes are called on an as-needed basis. Fingerprint clearance through NYSED will be required at the time of hire.

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator, c/o Naples Central School,  
136 North Main Street, Naples, NY 14512.

## TEACHER AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This title is employed for positions which are created for the main purpose of relieving school teachers of that part of their duties, which, while related to the teaching process, can be performed by non-professional personnel. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of Teacher Aide may require specific skills or abilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;  
 Proctors and otherwise helps to conduct examinations;  
 Assists in overseeing technical operations of language laboratory equipment;  
 Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;  
 Helps in the technical preparation and production of television programs;  
 May read in a foreign language from prepared scripts for tape recording purposes;  
 Reads to and plays records for children in lower grades;  
 Provides piano, violin or other musical accompaniment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
 Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Advanced education degree received will be accepted in lieu of the minimum education noted.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPROVED: OCTOBER 15, 2001

REVISED: OCTOBER 30, 2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE