



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) 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. 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.

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of ordinary difficulty involving responsibility for assisting teachers by performing assigned routine tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide which usually involves duties of greater difficulty generally requiring specific skills or abilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists teachers in supervising recreation and lunch periods and study halls;
Assists Bus Drivers in loading, transporting and unloading handicapped children;
Guides children safely across streets and intersections;
Maintains order in gymnasiums, locker rooms and swimming pools;
Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment;
Helps children in lower grades with wearing apparel;
May perform simple clerical duties under close supervision;
May render elementary first aid treatment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: None

APPROVED: SEPTEMBER 22, 1988
CIVIL SERVICE CLASSIFICATION: LABOR