



## 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.

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring efficient and economical performance of cleaning and maintenance operations for buildings, grounds, and equipment. Work is performed under the general supervision of a custodian, or other superior in accordance with established policies.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors and stairs;  
Dusts woodwork, furniture and other equipment;  
Washes windows, walls, sinks, and other fixtures;  
Polishes furniture and metal furnishings;  
Empties wastebaskets, collects and disposes of rubbish;  
Clears snow and ice from walks and driveways;  
May perform a variety of groundskeeping tasks;  
Delivers packages and messages;  
Assists in the operation of a heating plant;  
Arranges chairs and tables and other equipment for special use of building;  
Repairs window shades, replaces light bulbs;  
Paints rooms and equipment, and assists in making minor plumbing, electrical and carpentry repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; ability to perform a variety of minor maintenance tasks; ability to follow oral and written instructions; willingness to perform routine cleaning and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

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

APPROVED: May 7, 1990

CIVIL SERVICE CLASSIFICATION: LABOR