



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 Clerk; 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 BUS MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the city school district and involves responsibility for overseeing the loading and unloading of student passengers and when assigned to aid on the bus for administering to their needs, comfort and conduct while in transit on regularly scheduled bus trips to and from school. Employees in this class may also be responsible for assisting the School Bus Driver in maintaining order on the bus. Supervision is exercised over the conduct of student passengers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Opens gates and assists students on and off the school bus and keeps order accordingly;
May ride on a school bus for the purpose of assisting pupils to climb aboard and a light from the bus;
Aids disabled students to get on and off the bus and be seated;
Seats and places students, insures seat belts are fastened as required;
May operate a lift to load and unload handicapped student passengers and secures restraint devices and/or wheel chair locks;
Maintains order on bus and makes certain that student passengers are seated while bus is in motion;
Assists students in disengaging safety and restraining equipment prior to leaving bus;
Delivers incident log and makes oral report to bus driver at conclusion of work day;
Maintains daily log of problems encountered and actions taken;
Assists students and driver as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; familiarity with the various bus routes in the district and their stopping places for students; ability to get along well with students and command with respect; ability to understand and follow simple oral and written directions; ability to acquire a working knowledge of basic first aid methods.

MINIMUM QUALIFICATIONS: None

APPROVED: JANUARY 25, 2007
CIVIL SERVICE CLASSIFICATION: LABOR