



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 DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a school bus or mini-van on an assigned route. In addition, a School Bus Driver is expected to perform minor maintenance tasks on vehicles to which he or she is assigned as well as to ensure the safety and proper conduct of students boarding, riding, and departing from the bus. The work is performed under the general supervision of the Transportation Supervisor or other official permitting leeway in carrying out the details of the work. A School Bus Driver also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a school bus or mini-van on a regular schedule or on special occasions;
 Checks the operating condition of the bus before starting on a trip;
 Reports any operational defect to immediate superior;
 Informs children about safety practices;
 Maintains orderly conduct of children on bus;
 Keeps interior and exterior of vehicle clean and neat;
 Maintains records of mileage, routes, times, and incidents;
 Prepares and maintains maps of routes and pick-up points;
 May be required to operate a station wagon or other similar vehicle;
 May be required to perform minor maintenance tasks on the vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position. Candidates must be at least 21 years of age.

NOTE: In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

APPROVED: 4/14/94

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification accepted and adopted by Geneva City School District on 2/10/00)