



## 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.

## AUTOMOTIVE MECHANIC – BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: These duties require the ability to perform maintenance and repair work of a skilled nature on buses and other automotive equipment and also require skill in the operation of a school bus. Insofar as the repair work is concerned, thorough knowledge of the automotive repair trade is required. General instructions are received concerning bus routes and maintenance and repair tasks with the incumbent exercising his own judgment in the normal course of his duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled operations in the repair and overhaul of school buses and other automotive equipment owned by the school system;  
Repairs or replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;  
Repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;  
Makes a variety of other repairs on automotive equipment;  
Operates a school bus on a regular schedule or on special occasions;  
Checks the operating condition of the bus before starting on a trip;  
Reports any mechanical defect to immediate superior;  
Instructs or informs children about safety practices when entering and leaving bus;  
Maintains orderly conduct of children on bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the standard practices, terminology, safety precautions and tools used in the maintenance and repair of automotive equipment; demonstrated ability to make difficult repairs to heavy automotive equipment; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid work experience, or its part-time equivalent, as a skilled automotive mechanic in an automotive repair shop.

SUBSTITUTION: Possession of a vocational or technical training program Certificate in the repair of automotive or heavy equipment may be substituted for one (1) year of the required experience.

NOTE: Candidates must be at least at 21 year of age.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

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.

REVISED: 10/3/02; 5/9/18

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE