



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

CONTINUOUS - JOB POSTING

POSTING DATE: July 17, 2025

POSITION: Substitute School Monitor (Bus)

SALARY: \$15.50 per hour

HOURS: 4+ hours daily

CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED, preferred
- Fingerprint Clearance
- Must be Civil Service approved

GENERAL JOB DESCRIPTION:

- Assist bus driver with safety, movement, management, and care of the students while loading, transporting and unloading;
- Supervise students, maintaining a high standard of conduct;
- Guide students safely across streets and intersections;
- Willing to be trained in Therapeutic Crisis Intervention Systems (TCIS) or preventative measures;
- Able to build a positive rapport with students;
- Demonstrate excellent communication skills and the ability to work effectively with colleagues with successful experience in working as part of a team.

APPLICATION PROCEDURE: Complete a Phelps Clifton Springs CSD application via the [Job Board](#) and
Apply online on the Ontario County Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: Applications will be accepted continuously throughout the 2025-2026 school year.

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jeffrey Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).