

JAMESVILLE-DEWITT CENTRAL SCHOOL DISTRICT

DISTRICT OFFICE
PO BOX 606
EDINGER DRIVE
DEWITT NY 13214-0606

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PETER C. SMITH
ASSISTANT SUPERINTENDENT
FOR EDUCATIONAL SERVICES

Application Procedure for School Bus Attendant

Dear Applicant:

Thank you for your interest in employment with the Jamesville-Dewitt Central School District as a School Bus Attendant. Please complete and submit the School Bus Attendant application.

Fingerprint Clearance from the NYS Education Department (SAVE Legislation, effective July 1, 2001¹) is required. Effective August 3, 2015, MorphoTrust is the Statewide Vendor Managed System ("SVMS") being used NYS Education Department for fingerprint processing. The ORI Number for the NYSED is: TEACH. The total cost for the fingerprint process is \$102.00 and additional specific information about the process can be found at their website link: www.identogo.com.

NOTE: If you have already been fingerprinted, we will need you to provide us with your Social Security number so that we can obtain clearance from the New York State Education Dept. - TEACH Online System.

Preferred Application Method: Email the completed application, cover letter and resume to: jkascha@jd.cnyric.org.

Alternate Application Method: Mail the completed application, cover letter and resume to: Janene Kascha, Jamesville-DeWitt CSD, P.O. Box 606, DeWitt, NY 13214.

When your application is received, please be assured it will be carefully reviewed.
If you are selected for an interview you will be contacted.
Your application will be kept on file for one year.

¹ Effective July 1, 2001, the Schools Against Violence in Education (SAVE) Legislation requires that "Prospective School Employees" submit to a fingerprint supported criminal history background check and be cleared by the New York State Education Department for employment in school districts, charter schools and BOCES.

A "Prospective School Employee" is defined as any compensated individual who will be placed in a school and who will reasonably be expected by the school to provide direct contact (i.e. in person, face-to-face communication or interaction) with students under the age of 21.

If you are offered a position which meets the definition of "Prospective School Employee," you will be required to submit to a fingerprint supported criminal background check prior to commencing employment. There is a \$91.50 required fee.