

JAMESVILLE-DEWITT CENTRAL SCHOOL DISTRICT

DISTRICT OFFICE
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DEWITT NY 13214-0606

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PETER

ASSISTANT SUPERINTENDENT
FOR EDUCATIONAL SERVICES

Application Procedure for Non-Instructional Positions

Dear Applicant:

Thank you for your interest in employment with the Jamesville-Dewitt Central School District. If you are interested in a non-instructional position, please complete and submit the non-instructional application noting the position(s) in which you are interested. If you are interested in a teaching assistant position, there is a different application form available on our website, <http://www.jamesvilledewitt.org/employment> under the selection "How to Apply."

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 by the NYS Education Department for fingerprint processing. Specific information about the process can be found at their website: www.identogo.com. The Service Code, which is necessary for the NYSED fingerprint application is: **14ZGR7**. The total cost for the fingerprint process is \$102.00.

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.

Please be aware that for several positions, the District is required to hire through the Onondaga County competitive civil service testing process. For more information on civil service testing, refer to the county website at www.ongov.net/Employment/.

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

Alternate Application Method: Jackie Chiodo, Jamesville-DeWitt CSD, P.O. Box 606, DeWitt, NY 13214.

Please contact Tish Hauser, Secretary to the Superintendent with any questions at 315-445-8304 or mailto:thauser@jd.cnyric.org.

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 \$102.00 required fee.