

JAMESVILLE-DEWITT CENTRAL SCHOOL DISTRICT

DISTRICT OFFICE
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PETER REYES
ASSISTANT SUPERINTENDENT
FOR EDUCATIONAL SERVICES

Application Procedure for Substitute Teacher / Homebound Instructor

This application is for substitute/homebound teaching. If you would like to be considered for an Instructional Position, it is necessary to complete the Application for an Instructional Position in the Jamesville-DeWitt CSD **in addition to** the Substitute Teacher/Homebound Instructor Application.

Requirements needed to apply:

1) Bachelor's Degree

- 2) **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 \$101.75

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 email or call Tish Hauser with this information after you have submitted all required documents.

Required application documents:

- 1) On-line Application ("How to Apply")
- 2) Verification of Degree (transcripts or diploma)
- 3) Copy of certification, if applicable (NOT REQUIRED)²

Preferred Application Method: Email the completed application and attach degree verification and, if applicable, a copy of your teaching certificate to: thauser@jd.cnyric.org

Alternate Application Method: Mail the completed application, degree verification and, if applicable, a copy of your teaching certificate to: Tish Hauser, Jamesville-DeWitt CSD, P.O. Box 606, DeWitt, NY 13214

You will be notified by email once you have been approved by the Board of Education.

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 \$101.75 required fee.

² Per Diem substituting assignments will not be verified by Jamesville-DeWitt CSD as a Substitution of Experience for College Supervised Student Teaching (Form OT-11) as the experience is not supervised and therefore we are not able to adequately evaluate the performance.