

JAMESVILLE-DEWITT CENTRAL SCHOOL DISTRICT

DISTRICT OFFICE
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DEWITT NY 13214-0606

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PETER REYES
ASSISTANT SUPERINTENDENT
FOR EDUCATIONAL SERVICES

Application Procedure for Teaching Assistant

Dear Applicant:

Thank you for your interest in employment with the Jamesville-DeWitt Central School District. The following requirements are for full time/permanent teaching assistant positions. All interested candidates must possess a New York State Teaching Assistant Certificate. (You must apply directly to the State at www.highered.nysed.gov/tcert.)

Substitutes are not required to be certified but must document completion of at least six (6) college credits.

Teaching Assistant Certification requirements are available at: www.highered.nysed.gov/tcert/certificate.

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.

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

Alternate Application Method: Mail the completed application, cover letter, resume and a copy of your certificate to: Peter Reyes, 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 \$101.75 required fee.