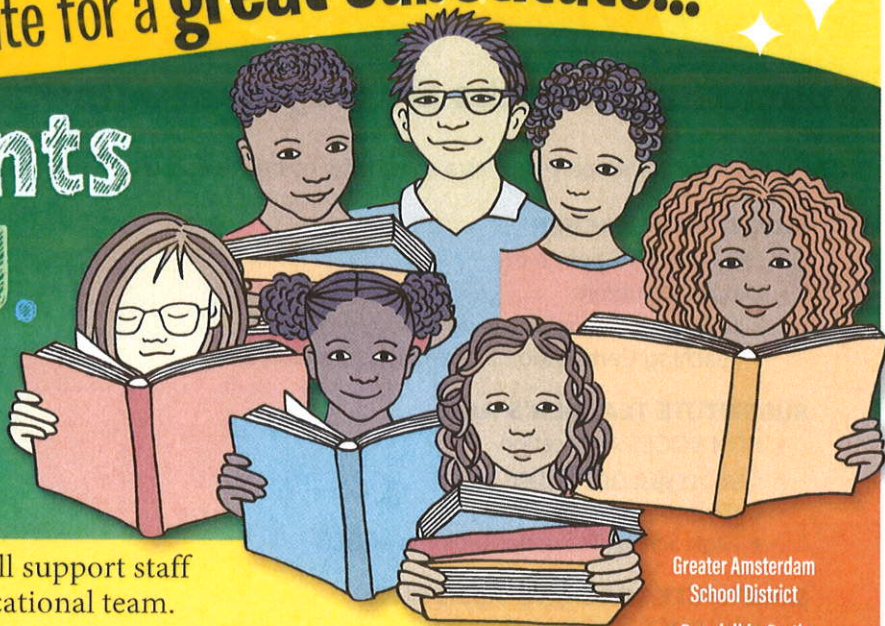


There's no substitute for a **great substitute...**

# Our Students **NEED YOU.**



Do you like children?  
Do you love helping children learn?  
OUR CLASSROOMS NEED PEOPLE LIKE YOU

Substitute teachers, aides, nurses and all support staff are an integral part of a successful educational team.

Are you ready for a rewarding experience?

## **Apply**

If you would like to apply to become a substitute teacher, teacher aide, or nurse to work for HFM BOCES or one of our component school districts, you can find a complete application, including job descriptions and requirements on our website, [www.hfmboces.org](http://www.hfmboces.org). Applicants who wish to substitute as a teacher aide or nurse must also complete a Civil Service application, available on the Fulton County website, [www.fultoncountyny.gov](http://www.fultoncountyny.gov).

## **Interview/Fingerprinting**

Applicants are interviewed by school administrators and are required by law to undergo a fingerprint supported criminal background check.

## **Orientation/Training**

New substitutes take part in orientation and training with HFM BOCES on standard classroom procedures, classroom control, school discipline policies, the Right-To-Know Law, and other important information. Annual trainings in certain areas are also required.

## **Work**

We use Frontline, a web-based technology available 24 hours a day, 7 days a week to manage school districts' employee absences, substitute selection and notification, substitute assignment, and accurate record keeping. Substitutes may look online or call in at anytime to review open jobs.



HFM BOCES Office of Substitute Services  
2755 State Highway 67, Johnstown, NY  
12095 (518) 736-4390  
[subsvc@hfmboces.org](mailto:subsvc@hfmboces.org)



Learn more at  
[www.hfmboces.org](http://www.hfmboces.org)  
**APPLY TODAY!**

Applicants must be at least 18 years of age and meet other minimum requirements.

Greater Amsterdam School District  
Broadalbin-Perth Central School District  
Canajoharie Central School District  
Edinburg Common School District  
Fonda-Fultonville Central School District  
Fort Plain Central School District  
Gloversville Enlarged School District  
Greater Johnstown School District  
Lake Pleasant Central School District  
Mayfield Central School District  
Northville Central School District  
Oppenheim-Ephratah-St. Johnsville Central School District  
Wells Central School District  
Wheelerville Union Free School District

HFM BOCES is committed to equal opportunity in educational programs, admissions and employment.

Hamilton-Fulton-Montgomery BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities, including admissions and employment, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the BOCES non-discrimination policies should be directed Dr. Aaron Bochniak ([abochniak@hfmboces.org](mailto:abochniak@hfmboces.org)), Assistant Superintendent for BOCES Operations and Component District Services, (518) 736-4305, HFM BOCES, 2755 State Highway 67, Johnstown, NY 12095. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).



## Substitute Services Employment Application

To be considered for employment as a substitute, complete and return the following:

### **SUBSTITUTE TEACHER**

- HFM BOCES Application
- Details to submit:
  - College Transcript showing 60+ credits earned
  - Teaching Certification Information (if attained)

### **SUBSTITUTE TEACHER'S AIDE**

- HFM BOCES Application
- [Civil Service Application](#)
- Details to submit:
  - High School Transcript/Diploma or GED

### **SUBSTITUTE TEACHING ASSISTANT**

- HFM BOCES Application
- Details to submit:
  - Certification Information and/or High School Transcript/Diploma or GED

### **SUBSTITUTE TYPIST (CLERICAL)**

- HFM BOCES Application
- [Civil Service Application](#)
  - Needs to show 1 year typing work experience
- Details to submit:
  - High School Transcript/Diploma or GED

### **SUBSTITUTE NURSE (RN/LPN)**

- HFM BOCES Application
- [Civil Service Application](#)
- Details to submit:
  - RN/LPN License Information
  - Basic Life Support Certification

### **SUBSTITUTE FOOD SERVICE HELPER (HFM BOCES DISTRICT ONLY)**

- HFM BOCES Application
- [Civil Service Application](#)

### **SUBSTITUTE CUSTODIAL WORKER (HFM BOCES DISTRICT ONLY)**

- HFM BOCES Application
- [Civil Service Application](#)

\*If applying for multiple positions with the same form requirements, you are only required to complete one set of the forms\*