

Substitute Applicants

Position: Substitute Teacher and/or Teacher Assistant

Appointments are necessary for Interview, Orientation and Fingerprinting.

Please call 464-3907 between 9:00am and 2:00pm to schedule an appointment.

Interview, fingerprinting, system orientation and application review will take approximately 1 hour. Casual business attire is appropriate. Appointments are at:

Capital Region BOCES, Suite 102, 900 Watervliet Shaker Rd., Albany, NY 12205

Visitor parking spaces are located opposite the main entrance in the center of the building. Dial 3926 on the phone in the BOCES lobby for assistance.

Please bring the following to your appointment:

1. Completed application. Signature(s) required.
2. Educational Preparation: District eligibility requirements are online or enclosed with the attached application. A, B, C or D (highest level should be provided)
 - A. Copy of Certification
 - B. Bachelors Degree – official transcript with graduation date is acceptable
 - C. Associates Degree – official transcript with 60 credit hours is acceptable
 - D. High School diploma if applying as a TA
3. References: A or B (Confidential College file will reduce processing time)
 - A. Two letters of reference written within the past 2 years
(student teaching evaluations accepted within the same time frame)
 - B. Confidential College File - mailed by your college.
4. Completed Payroll Forms (I-9, W-4, IT-2104)
5. Proper identification (SS card & Driver's License or Passport) for Employee Eligibility (I9) form
6. **Important - Fingerprint/Criminal History Records Search is required to work in New York State schools.** Prints taken for preschool, daycare and bus drivers are not accepted. The OSPRA website, www.highered.nysed.gov/tcert/ospra, has more information.

If already printed for the NYSED teacher database:

You will be given an OSPRA 102 form to complete in our office. No fee required.

If fingerprints are needed, you must contact Sally Loeper at BOCES Human Resources for a fingerprint appointment at 464-5120. You will need a credit or debit card to pay the \$94.25 State Education fee

AND

A \$28.00 money order made payable to Capital Region BOCES