



HAMILTON ▪ FULTON ▪ MONTGOMERY COUNTY BOCES

SUBSTITUTE SERVICES

2755 State Hwy 67, Johnstown, NY 12095

Ms. Jennifer Lander – Coordinator



HFM BOCES is in need of on-call substitutes: teachers, school aides, school nurses, clerical, and food service workers for BOCES and area school districts. For a complete application packet, call:

518-736-4390

or email subsvc@hfmboces.org

Visit us on the Internet at **www.hfmboces.org**

Minimum Requirements:

Substitute Teacher:	60 – College Credits
Substitute School Aide:	High School Diploma or G.E.D.
Clerical:	High School Diploma or G.E.D., and clerical experience
Food Service:	High School Diploma or G.E.D.
Substitute School Nurse:	Licensed RN or LPN

Availability: Any day or portion of the school day, during college recess, etc.

All applicants for a substitute position are required to complete an I-9 Employment Verification form. Federal regulations require employers to ask applicants to complete the form and provide proof of identity, so bring your driver's license and social security card to your interview.

Fingerprinting and Clearance The New York State Department of Education now requires this of each new substitute. To pay the \$94.25 fingerprinting fee, you can log on to higher.nysed.gov and access the TEACH department to pay with a credit card. If you do not have access to a computer, you may pay at the time of your appointment by logging in and setting up an account with the Health-Safety Risk Management Office or going to your local library. If you do not have a credit card, payment must be sent in the form of a certified bank check or a money order to: Fingerprinting Processing, NYS Education Department, PO Box 7352, Albany, NY 12214-0349.