



**GENERAL SUBSTITUTE INFORMATION:**

**Required Trainings (All Substitutes)**

All applicants are required to complete mandatory online training. A link for these training sessions will be provided once you have completed the hiring process. If you are part of the BOCES sub system and have completed any of the training for the current school year, you do not need to retake them. We will need a copy of the certificate of completion.

**SUBSTITUTE REQUIREMENTS:**

**Teacher/ Teaching Assistant Substitute Requirements**

All applicants for substitute teaching must possess, at a minimum, a two year degree and be working toward a four year college degree. Degrees or transcripts showing degree progression/completion must be provided. Teaching assistant subs must have at least a high school diploma.

**Nurse Requirements**

**Experience:** Experience in assessing the school-age child and knowledge of the most common health concerns of this age group such as diabetes, asthma, epilepsy, and attention deficit disorder are most helpful in functioning in the school nurse role. Recent experience in first aid procedures is also helpful.

**License:** Substitute nurse candidates must have a current New York State professional registered nurse’s license and current CPR certification and AED certification.

**SUBSTITUTE PAY RATES 2022-2023**

**Support Staff Substitute Application** can be found [here](#). Please email completed applications to [humanresources@bhbl.org](mailto:humanresources@bhbl.org) or mail to: **PO Box 1389, Ballston Lake, NY 12019**

Clerical	\$17.50	Bus Driver	\$23.17/hr
Food Service	\$17.50	School Monitor	\$17.50
Nurse	\$26.31	Security Guard (Retired Law Enforcement)	
Cleaner	\$17.50	Security Monitor	\$18.21/hr

**Teacher or Teaching Assistant Substitutes** application can be found [HERE](#). Please email completed applications to [humanresources@bhbl.org](mailto:humanresources@bhbl.org) or mail to: **PO Box 1389, Ballston Lake, NY 12019**.

School Alliance of Substitutes in Education (SASIE) [SASIE Contract 2022-2027](#)

<b><u>Teaching Staff Rates</u></b>	<b><u>Full Day</u></b>	<b><u>Half Day</u></b>
Certified Substitutes	\$140.00	\$70.00
Uncertified Substitutes*	\$119.00	\$60.00
*Uncertified subs are eligible to work as a teacher sub for up to 90 days with a bachelor's degree.		
<b><u>Teaching Assistants</u></b>	<b><u>Full Day</u></b>	<b><u>Half Day</u></b>
	\$17.50/hour	\$17.50/hour

**Fingerprinting**

All successful applicants will be required to obtain fingerprint clearance in accordance with SAVE Legislation effective July 1, 2001.

**PLEASE NOTE:** You must be fingerprinted before you can be processed as a substitute. There is a fee of **\$102.00** for the processing of fingerprints. This fee will be reimbursed by the district after the applicant has substituted for the district for 5 days. You must fill out a vendor claim form to receive the reimbursement payment.

**Current MorphoTrust Fingerprinting Locations:**

Albany - Everett Rd	21 Everett Rd Ext, Albany	Mon, Tue, Thu & Fri 8am-4pm; Wed 8am-7pm
Clifton Park	1410 Route 9	Mon - Sat 10am - 7:00pm
Schenectady	650 Franklin St, Ste 301, Schenectady	Mon - Fri 8am-12pm & 1pm-4pm
Troy	6 Brunswick Rd, Troy	Tue & Wed; 9:00am-12pm & 12:30pm-4:30pm

- To schedule a fingerprinting appointment, contact MorphoTrust directly by going to their website at [www.identogo.com](http://www.identogo.com) and clicking on New York State on the map, or by calling (877) 472-6915
- A Service Code will be needed in order to schedule an appointment. The Service code is **“14ZGR7”**
- The fingerprinting fee of **\$102.00** can be made online at the time of scheduling through a credit card, or onsite at the time of fingerprinting appointment with a check or money order *only*. If you want to pay by credit card, the fee must be paid online at time of scheduling in advance of your appointment. Checks should be made payable to “MorphoTrust USA”.
- You must bring two forms of identification to your appointment. At least one form of identification must contain a photo.

**Acceptable Photo Identification Documents:**

- U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver’s License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal State or Local Government

**In order for you to be reimbursed your *original* fingerprinting receipt must be returned to the Human Resources Office.**