

Substitute Teacher


Application Process


In order to apply for the position of **Substitute Teacher**, you will need to come to the Administrative building:

Human Resources Department
929 York Street
Utica, New York 13502
(315) 792-2249

The following information is required:

 **Complete Application**

 **Copy of College Transcript** – Must have completed **2 years** of college – minimum

 **Two Forms of Identification** – Driver's License & Social Security Card or Passport

 **Must be fingerprinted through NYS Education** – \$102.00
(See New fingerprint process)