

NORTH TONAWANDA CITY SCHOOL DISTRICT

ADMINISTRATIVE SERVICES

176 Walck Rd., North Tonawanda, New York 14120-4097 (716) 807-3510 FAX (716) 807-3522

GREGORY J. WOYTILA
Superintendent of Schools

JoANN JOHNSTON
Director of Personnel

TO: All Applicants for Substitute Teaching
FROM: JoAnn Johnston, Director of Personnel
RE: Application Procedure

All necessary application materials for Substitute Teaching in the North Tonawanda City School District are attached. These include:

1. Application
2. NYSTRS Option
3. Tax Sheltered Annuity/403(b) Option
4. W-4 (enclosed)
5. Employee Computer Use Agreement

Please complete these forms and **return them in person to the Personnel Office** at 176 Walck Rd., North Tonawanda, New York 14120. When returning the materials, it is necessary that you present the following:

- a. Proof of New York State teacher certification. This may include your certificate. If it has not been issued, we will accept a letter from your university or the local certification office and a copy of your teacher examination scores. Your information will be verified through the TEACH Website.
- b. If you are not a certified teacher, you must provide proof that you possess a bachelor's degree from an accredited college or university.
- c. Resume

In addition, it is necessary that all prospective employees comply with New York State legislation requiring fingerprinting. Fingerprinting must be completed prior to interview. All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust at: www.IdentoGo.com or 1(877)-472-6915.

Once your file is complete, we will direct you to schedule an interview with one of our Building Principals. Recommendation for appointment will be presented to our Board of Education shortly after the interview. Your references will be contacted.

An I-9 form is also enclosed. This form must be completed and **returned in person immediately after receiving notice of appointment.** When doing so you must bring your driver's license and Social Security card, or U.S. Passport.

Thank you for your interest in working for the North Tonawanda City School District. If you have any questions, please feel free to contact Christine McClinsey at 807-3516.