SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT
P.O. Box 200, Conklin, NY 13748
TEL (607) 775-9146 ~ FAX (607) 775-4575 ~ www.svsabers.org

Dear Substitute Teacher Applicant:

Thank you for your inquiry regarding substitute teaching opportunities within the Susquehanna Valley Central School District. The following **SUBSTITUTE TEACHER REQUIREMENTS** shall apply:

- All applicants must have a minimum of two years (60) college credit hours (as verified with transcripts).
- All applicants who are Susquehanna Valley Central School District graduates must have graduated a minimum of two years prior to application for consideration at the elementary and middle levels, and three years prior to application for consideration at the high school level.
- All applicants must be fingerprinted and processed through the Office of School Personnel Review and Accountability (OSPRA), through the New York State Education Department.
- All applicants must complete the Susquehanna Valley Substitute Teacher Application and submit their college transcripts with the application.
- Any applicant who does not meet the qualifications will be notified in written form from the Assistant Superintendent's Office as to the reason they do not meet the qualifications.

Please complete and mail the attached Substitute Teacher Application **and a copy of your college transcripts** to the following address:

Dr. Catherine Kacyvenski, Assistant Superintendent
Susquehanna Valley CSD
P.O. Box 200
Conklin, NY 13748

After reviewing your application, you will be contacted to arrange an interview with me or one of our building administrators. Upon your Board of Education approval as a substitute teacher, you will receive written confirmation of your appointment. Our District utilizes the AESOP automated substitute service. This service simplifies and streamlines the process of finding and managing substitute jobs for both the substitute teacher and the school district. This system will be fully explained when you become employed with the SV District.

The following per diem rates shall apply to substitute teachers for the 2026-2027 School Year:
• NYS Certified - $150 • Uncertified - $135

Proof of NYS Certification ***must*** be provided with your application in order to receive the Certified Substitute Rate of Pay. A copy of your **NYSED TEACH** account page that indicates your certification status is acceptable.

New York State law requires that all personnel must be fingerprinted for employment and processed through the Office of School Personnel Review and Accountability (OSPRA), NYS Education Department. If you have obtained your NYS teaching certification after 2001, you have already been fingerprinted, and you do not have to do it again. If you have not applied for a NYS teaching certification, you will need to be fingerprinted. The current fee for fingerprinting is $104.50. If you accept employment with SV, you must complete the fingerprinting process before your appointment goes before the Board. Information and instructions on fingerprinting are included within this packet.

I hope that your anticipated experiences at Susquehanna Valley will be successful ones.

Yours truly,
Dr. Catherine Kacyvenski, Assistant Superintendent

7/2/24

FINGERPRINTING

INFORMATION & INSTRUCTIONS

New York State has implemented a Statewide Vendor Managed System, "SVMS," for all fingerprinting for civil purposes in state agencies, including for New York State public school employment. New York State has contracted with one vendor, **IdentoGO**, to provide this service.

- You must make an appointment online to have your fingerprint scanning done.
- There are **ABSOLUTELY NO WALK-INS**.

TO SCHEDULE YOUR FINGERPRINTING APPOINTMENT, FOLLOW THESE STEPS:

▶ Go to the **IdentoGO** website at www.identogo.com and follow the instructions

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▶ When asked for the Service Code:

- The **Service Code** for fingerprinting for employment in public schools is: **14ZGR7**

▶ The fee is: **$104.50**

▶ **On-Site Payment Methods:**

- **CREDIT CARD OR DEBIT CARD**

**** SAVE YOUR ORIGINAL RECEIPT FOR THE FEE****

****SUBSTITUTES NOT ELIGIBLE FOR REIMBURSEMET****

▶ **Identification Required at Time of Appointment:**

- Bring two (2) forms of identification – one (1) must be a photo ID

▶ **VERY IMPORTANT:** You ***MUST*** call the Office of the Assistant Superintendent, at **607-775-9146**, and give the **DATE** that you were fingerprinted. Susquehanna Valley will obtain your clearance from the New York State Education Department / TEACH website, usually within 24-48 hours.

For Susquehanna Valley Educational Support Staff Association (SVESSA) ONLY:

Per the SVESSA contract: After six (6) months of permanent employment, the Susquehanna Valley Central School District will reimburse the fingerprinting fee to the employee.

Keep your receipt in a safe place. After 6 months of employment, please request a FP Reimbursement form from the Assistant Superintendents Office. Send your ORIGINAL receipt and the reimbursement form back to the Assistant Superintendent's Office. After processing, the reimbursement check will be sent to you.

Substitutes are not eligible for reimbursement.

Revision: 6/17/2026

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SUBSTITUTE TEACHER APPLICATION

PLEASE PRINT CLEARLY

Grade Levels / Subject Areas		
Elementary ☐	Grade(s) :	Subject(s) :
Secondary ☐	Grade(s) :	Subject(s) :

LAST NAME	FIRST NAME	MIDDLE INITIAL	▲ PHONE NUMBER TO BE CALLED ▲ FOR SUBSTITUTE ASSIGNMENTS (MUST INCLUDE AREA CODE)
			- -

Social Security Number	

Email Address *(please print clearly)*	

PERMANENT ADDRESS
Street::
Apt. # :
City:
State, Zip:
Phone:

PRESENT ADDRESS, if different than PERMANENT
Street:
Apt. # :
City:
State, Zip:
Phone:

EDUCATION

Name & Location of Institution	Major	Minor	Diploma, Degree, or No. Credit Hrs. Completed	Graduated (Yes / No)
High School				
College(s)				

NEW YORK STATE CERTIFICATION(S)

YES ☐ PROVISIONAL ☐ INITIAL ☐

PERMANENT ☐ PROFESSIONAL ☐

NO ☐ I am not certified.

∗ ***If YES, include copies of all certifications.***

FINGERPRINTING

I have been fingerprinted in compliance with the N.Y.S. Education Department, Office of School Personnel Review and Accountability (OSPRA): YES ☐ NO ☐

*(If **NO**, you will be contacted regarding fingerprinting procedures.)*

If **CERTIFICATION** status is **NO**, explain:

EMPLOYMENT / EXPERIENCE

List in chronological order, from most recent position. Include any teaching experiences (permanent, substitute, student.)

DATES		EMPLOYER	
From	To	Name ▸	
		Address ▸	
		Phone ▸	
▼ Position▼		Duties ▸	

DATES		EMPLOYER	
From	To	Name ▸	
		Address ▸	
		Phone ▸	
▼ Position▼		Duties ▸	

DATES		EMPLOYER	
From	To	Name ▸	
		Address ▸	
		Phone ▸	
▼ Position▼		Duties ▸	

Have you previously applied for a substitute teaching position with Susquehanna Valley? YES ☐ NO ☐

If yes, what year? ____

List any extracurricular activities that you would be willing to facilitate or coach if an opening occurred:

REFERENCES

Please list <u>three</u> professional references:

Name:	
Position:	
Phone:	

Name:	
Position:	
Phone:	

Name:	
Position:	
Phone:	

ADDITIONAL INFORMATION:

I certify that all information provided on this application is true and complete.

Signature _____ **Date** _____

This application <u>will not</u> be valid without your <u>signature</u> and <u>date</u>.

New York State Law prohibits discrimination due to age, color, disability, national origin, race or sex.

✧ **An Equal Opportunity Employer** ✧