



	DISTRICT	OUR SCHOOLS	DEPARTMENTS	HUMAN RESOURCES	APPR	PARENTS	
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HUMAN RESOURCES

INFORMATION ON BECOMING A SUBSTITUTE TEACHER

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HOW TO BECOME A BPS SUBSTITUTE TEACHER

A minimum of a Bachelors Degree is required.

Candidates MUST attend an Interview. If successful with the Interview the candidate would be required to attend a Substitute Teacher Orientation. Each session lasts approximately 3 hours.

AT THE SUBSTITUTE ORIENTATION - you will be required to obtain a Criminal Record Check (available at the Buffalo Police headquarters, 74 Franklin Street). The cost is \$10.00. A police records check clearance report must be processed for first time substitutes and for anyone with a break in service in excess of one year.

Also, if you have not been fingerprinted with NYS Department of Education, arrangements will be made. A money order of \$91.50 made payable to "Buffalo Board of Education" will be necessary.

At the Substitute Orientation Session candidates must complete the new hire paper work, review the Substitute Teacher Handbook, receive training on the AESOP system. After attending orientation, please allow at least 10 business days for the processing of new application before you can begin to teach.

PAY RATE: \$100-\$125.00 per day

- A MONETARY BONUS OF \$750.00 will be awarded per semester (twice yearly) for those working 70 days or more per semester.

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