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## HUMAN RESOURCES

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## INFORMATION ON BECOMING A SUBSTITUTE TEACHER

**Human Resources » Employment Services » Instructional Division » Information on Becoming a Substitute Teacher**

### 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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**Buffalo Public Schools**  
 712 City Hall  
 Buffalo, New York 14202  
 (716) 816-3500