

ON-GOING RECRUITMENT

POSITION	REQUIREMENTS	DESCRIPTION	POSITION PARTICULARS	COMMENTS
Nurse Substitute	RN license, CPR certification required. School nursing experience preferred	Promoting students' well-being and academic success	Variable Hours	Pay rate: \$23.77/hr
Custodial Department Substitute	Previous cleaning experience preferred	Cleaning and maintaining facilities	Variable Hours	Pay rate: \$12.29/hr
Noon Aide Substitute	Previous work with children in educational setting preferred	Supervising students in lunchroom and on playground in all weather conditions	Variable mid-day hours	Pay rate: \$13.06/hr
Bus Driver Substitute	CDL B Driver's License with P and S endorsements, 19-A qualified	Transporting students to and from school	Variable Hours	Pay rate: \$18.41/hr
Bus Aide Substitute	Experience working with special needs students preferred	Assisting special needs students while on the bus	Variable Hours	Pay rate: \$14.76/hr
Food Service Helper Substitute	Experience working with food handling and sanitation	Preparing and serving lunch to students	Variable mid-day hours	Pay rate: 12.29/hr

REVISED 10/5/16

Application Procedures:

Current North Colonie Employees: Complete and submit the "Internal Application Form"

External Applicants: Complete and submit the "External Application Form"

All applications must be submitted to the Human Resources Department by 4:00 pm on the posting closing date.

Forms can be found in the HR Office or at <http://www.northcolonie.org/wp-content/uploads/2014/08/Employment-Application-for-Current-Employees.pdf> or http://www.northcolonie.org/wp-content/uploads/2015/05/NC_Employment_App.pdf