



BRENTWOOD UNION FREE SCHOOL DISTRICT

Human Resources
52 Third Avenue
Brentwood, NY 11717
(631) 434-2331
Jennifer.vasquez@bufsd.org

Thank you for your interest in working for the Brentwood School District as a substitute teaching assistant.

Please be advised that when you apply for the substitute Teaching Assistant position, it is on a Call-In, as needed basis (you will be called if someone is out and in need of a substitute). In addition, you are required to be fingerprinted **prior** to working, and there is a charge that goes to the New York State Education Department in order to process your fingerprints.

All applications with requirements listed below, must be mailed or delivered, by appointment only, to the Human Resources Office at 52 Third Avenue, Brentwood, NY 11717.

Requirements to complete application.

To apply for a teaching assistant position, you must have a photo ID, original Social Security card and proof of a **minimum of 9 college credits** (Educational credits).

Please be aware that the teaching assistant position is initially filled on a call-in (substitute) basis. Substitutes are compensated \$16.50 per hour; and thereafter, the hourly rate increases to \$23.18 per hour when one becomes a permanent teaching assistant with a Level I TA Certification.

BRENTWOOD UNION FREE SCHOOL DISTRICT
BRENTWOOD, NEW YORK 11717

TO: ALL PROSPECTIVE TEACHING ASSISTANTS
FROM: HUMAN RESOURCES OFFICE
RE: NEW YORK STATE TEACHING ASSISTANT REQUIREMENTS
DATE: January 2025

New York State Education Department **REQUIRES** that **ALL** prospective teaching assistants be fingerprinted. Currently the cost of fingerprinting and processing is \$102.00.

Additionally, since February 2, 2004 the State requires that all teaching assistants working in the State of New York complete the following requirements within forty (40) working days:

- 1) New York State requirements mandate that all prospective teaching assistants receive a qualifying/passing score on the New York State Assessment of Teaching Assistant Skills (NYSATAS) test. You must apply on line at **www.nystce.nesinc.com**.
- 2) Completion of two workshops: Child Abuse Identification and School Violence Prevention. They are offered ongoing through BOCES, SCOPE and on line at www.childabuseworkshop.com. For a list of approved providers you may also refer to www.highered.nysed.gov/tcert/certificate. These workshops may be offered by the Brentwood Teacher Center twice a year (check availability.)
- 3) DASA Training (Dignity for All Students Act):
Refer on line at **www.highered.nysed.gov/tcert/certificate/dasa** for a list of approved providers that offer the required training.
- 4) Provide a copy of your High School diploma or transcript to New York State Education Department.
- 5) You **MUST** apply to New York State for your Teaching Assistant Certification. You must apply on line at **www.highered.nysed.gov/tcert**.

PLEASE NOTE THAT YOU WILL ONLY BE ALLOWED TO SERVE AS A SUBSTITUTE TEACHING ASSISTANT FOR A MAXIMUM OF FORTY (40) SCHOOL DAYS WITHOUT COMPLETION OF THE ABOVE REQUIREMENTS.

Presently New York State also requires that all newly hired substitute or permanent teaching assistants hired as of February 2, 2004 **MUST** attain a minimum of 18 college credits within a period of 4 years.

NV/dk

cc: Ms. P. Valladares

rev. 01/25

**BRENTWOOD UNION FREE SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
Anthony F. Felicio Administration Building
Brentwood, New York 11717**

TEACHING ASSISTANT EMPLOYMENT APPLICATION – OFFICE OF FUNDED PROGRAMS

FOR SAFETY REASONS MUST BE ABLE TO REASONABLY SPEAK AND UNDERSTAND ORAL AND WRITTEN INSTRUCTION

THE BRENTWOOD UNION FREE SCHOOL DISTRICT ADHERES TO FEDERAL LAWS PROHIBITING DISCRIMINATION ON ANY APPLICANT BECAUSE OF RACE, CREED, COLOR NATIONAL ORIGIN, HANDICAP, SEX, AGE, MARITAL STATUS OR SEXUAL PREFERENCE

PLEASE PRINT

LAST NAME

FIRST NAME

M.I.

MAILING ADDRESS

TELEPHONE #

EMAIL

In compliance with federal law all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire. Are you legally eligible to work in the United States? _____

1. Have you ever worked for the Brentwood School District? _____

If yes, please indicate position held. _____

2. Have you ever been convicted of any crime (felony or misdemeanor)? _____

3. Do you have any pending arrests? _____

Signature _____

Date _____

Conviction of a crime will not automatically preclude your employment and other factors will be considered as required by law.

4. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? _____

5. Did you ever resign from any employment rather than face dismissal? _____

6. Did you ever receive a discharge from the Armed Forces of the United States that was other than honorable or was issued under other than honorable circumstances? _____. A dishonorable discharge is not an automatic bar to employment, and other factors will be considered.

If you answered **YES** to questions 1 through 6, you **MUST** give specifics in the **COMMENTS** section below:

None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of your application.

COMMENTS:

Do you speak a language(s) other than English? () Yes () No If yes, state language and what degree of fluency?

SUCCESSFUL COMPLETION OF AN APPROPRIATE MEDICAL EXAMINATION MAY BE REQUIRED

ACCOUNT FOR ALL YEARS FROM HIGH SCHOOL TO PRESENT TIME – (attach additional sheets if necessary)

| NAME OF SCHOOL AND LOCATION | DEGREE/ CERTIFICATE | NO. OF CREDITS | MAJOR/MINOR |
|-----------------------------|------------------------|-------------------|-------------|
| High School | | | |
| College | | | |
| Other | | | |

NYS Assessment Exam (NYSATAS) Date Taken: _____ Passed: Yes ___ No ___

PRIOR PARAPROFESSIONAL TEACHING ASSISTANT EXPERIENCE (Include School Monitor Experience)

| School & Location | Grade/Subject | Specific reason for leaving | Dates |
|-------------------|---------------|-----------------------------|-------|
| | | | |
| | | | |
| | | | |

Name, title and telephone number of current supervisor: _____

Have you received tenure in another public school system in New York State? _____
 If so, which school district _____ Effective date _____

SUBSTITUTE TEACHING ASSISTANT EXPERIENCE (list latest experience first, etc.)

| Name & Location of School | Dates |
|---------------------------|-------|
| | |
| | |
| | |

Name, title and telephone number of current supervisor: _____

OTHER WORK EXPERIENCE: (Business, Trades, Summer Occupations, Military)

| Firm, Institution, etc. | Nature of Work | Supervisor | Dates |
|-------------------------|----------------|------------|-------|
| | | | |
| | | | |
| | | | |

Are you a member of the NYS Teacher's Retirement System? _____
 If so, what is your membership number and membership date? _____

Do you belong to any other retirement system? _____
 If so, which system _____

| | | | |
|---|---------------------------|---------|------------|
| LENGTH OF EMPLOYMENT MO./YR TO MO./YR. FROM / TO / | FIRM NAME | ADDRESS | TELEPHONE# |
| EARNINGS (Circle One) /WK. /MO. /YR. | DUTIES: | | |
| TYPE OF BUSINESS | | | |
| YOUR EXACT TITLE | | | |
| SUPERVISOR'S TITLE | | | |
| Average no. of hrs. worked per week (exclusive of overtime) | Reason for leaving? | | |
| | Involuntarily terminated? | | |

| | | | |
|---|---------------------------|---------|------------|
| LENGTH OF EMPLOYMENT MO./YR TO MO./YR. FROM / TO / | FIRM NAME | ADDRESS | TELEPHONE# |
| EARNINGS (Circle One) /WK. /MO. /YR. | DUTIES: | | |
| TYPE OF BUSINESS | | | |
| YOUR EXACT TITLE | | | |
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| | | | |
|--|---------------------------|---------|------------|
| LENGTH OF EMPLOYMENT MO./YR TO MO./YR. FROM / TO / | FIRM NAME | ADDRESS | TELEPHONE# |
| EARNINGS (Circle One) /WK. /MO. /YR. | DUTIES: | | |
| TYPE OF BUSINESS | | | |
| YOUR EXACT TITLE | | | |
| SUPERVISOR'S TITLE | | | |
| Average no. of hrs. worked per week. | Reason for leaving? | | |
| | Involuntarily terminated? | | |

REFERENCES:

It is the responsibility of the candidate to make sure all references are on file in the Human Resources Office.
(Relatives may not be used as references)

| NAME | ADDRESS | TELEPHONE# |
|------|---------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR.

I CERTIFY THAT ALL THE AFOREMENTIONED INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE OR INCOMPLETE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR DISQUALIFICATION OR DISMISSAL REGARDLESS OF THE DATE OF DISCOVERY.

DATE: _____ SIGNED: _____

THE BRENTWOOD PUBLIC SCHOOLS COMPLIES WITH THE TITLE IX GUIDELINES AND IS AN EQUAL OPPORTUNITY EMPLOYER.

I have applied to the Brentwood Union Free School District for employment, and I desire that they be fully advised of my record with former employers. I, therefore, respectfully request that you furnish the necessary information concerning my employment with your organization, and I hereby release you of any and all liability of damages for providing the information requested.

Signature of Applicant
(must be signed in ink)

Date