



# Lewiston-Porter Central School District

**One Purpose. Your Pathway. Our Promise.**

<b>Job Posting: Open Recruitment</b>	<b>Hiring Substitutes for All Positions: 2024-2025 school year</b>																
<b>Position Summary:</b>	The Lewiston-Porter Central School District will be accepting applications for all substitute positions: Certified and non-certified teachers; Clerical; Teacher aides and monitors; Grounds personnel and cleaners. There is no deadline to apply.																
<b>Compensation:</b>	<p><b>Teaching positions</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Certified Teacher</td><td style="padding: 2px 5px;">\$150.00 Daily Rate</td></tr> <tr> <td style="padding: 2px 5px;">Non-Certified Teacher</td><td style="padding: 2px 5px;">\$135.00 Daily Rate</td></tr> </table> <p><b>Civil Service positions*</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Registered Nurse</td><td style="padding: 2px 5px;">\$26.05-28.01 Hourly Rate</td></tr> <tr> <td style="padding: 2px 5px;">Clerical</td><td style="padding: 2px 5px;">\$16.75-\$18.30 Hourly Rate</td></tr> <tr> <td style="padding: 2px 5px;">Teacher Aides</td><td style="padding: 2px 5px;">\$15.50-\$16.00 Hourly Rate</td></tr> <tr> <td style="padding: 2px 5px;">Cafeteria Monitor</td><td style="padding: 2px 5px;">\$15.50-\$16.00 Hourly Rate</td></tr> <tr> <td style="padding: 2px 5px;">Groundsperson</td><td style="padding: 2px 5px;">\$15.75 Hourly Rate</td></tr> <tr> <td style="padding: 2px 5px;">Cleaner</td><td style="padding: 2px 5px;">\$15.50 Hourly Rate</td></tr> </table> <p><small>*Hourly rate is contractual, and commensurate with experience</small></p>	Certified Teacher	\$150.00 Daily Rate	Non-Certified Teacher	\$135.00 Daily Rate	Registered Nurse	\$26.05-28.01 Hourly Rate	Clerical	\$16.75-\$18.30 Hourly Rate	Teacher Aides	\$15.50-\$16.00 Hourly Rate	Cafeteria Monitor	\$15.50-\$16.00 Hourly Rate	Groundsperson	\$15.75 Hourly Rate	Cleaner	\$15.50 Hourly Rate
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<b>Application Procedure:</b>	<p>Applications are available on our website: <a href="http://www.lew-port.com">www.lew-port.com</a> See Employment Opportunities link at the bottom of the homepage.</p> <p><b>Substitute teachers:</b> Please complete and submit the “Non-Instructional and Substitute Teacher Application”.</p> <p>Note: Non-certified teachers (those without a valid NYS Teaching Certification): Minimum of a BA degree <b>or</b> at least 60 college credit hours/or an Associate's Degree in an education field is required.</p> <p><b>Substitute Civil Service positions:</b> Please complete and submit both the “Niagara County Civil Service Application” “Non-Instructional and Substitute Teacher Application”.</p> <p>Please see attached Niagara County Civil Service job descriptions for minimum qualifications for each job title.</p> <p>Applications can be mailed or delivered to:  <div style="text-align: center;"> <b>Lewiston-Porter Central School District</b>  <b>Personnel Office</b>  4061 Creek Road, Youngstown, NY 14174 </div> </p>																

**Lewiston-Porter Central School District  
Personnel Office**

4061 Creek Road, Youngstown, NY 14174  
Phone: 716-286-7242 Fax: 716-286-7877

**DEPARTMENT:** ALL SCHOOLS  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** OCTOBER 4, 2019

**SCHOOL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. The incumbent performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records, and the emergency treatment of student and employee health problems. This position differs from the certificated position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a School Administrator, School Physician or School Nurse-Teacher. Supervision may be exercised over the work of clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists the School Physician in physical, visual, and auditory screening examinations of students and employees;
2. Administers first aid and emergency treatment to students and employees;
3. Prepares and maintains health records for school authorities;
4. Assists at school immunization clinics;
5. Arranges special transportation for medically fragile students across the District and arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
6. Inspects the school plant, playground, and cafeteria and reports on general safety and sanitary conditions;
7. Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
8. Consults with attendance teachers, staff members, and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
9. May oversee the District's responsibilities for the implementation of AED/CPR and training;
10. Updates K-12 nursing department staff on new medical and State regulations pertaining to their job;
11. May coordinate student physicals;
12. Prepares records and reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of materia medica (medical material/substance), dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical, oral, and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents, and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick and good moral character. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a current license issued by the State of New York to practice as a Registered Professional Nurse or Nurse Practitioner



DEPARTMENT: ALL  
CLASSIFICATION: COMPETITIVE  
APPROVED: JULY 9, 2020

### CLERICAL I

**DISTINGUISHING FEATURES OF THE CLASS:** Performs routine clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Tasks are performed using modern office software and modern computer equipment and related peripherals. Although detailed instructions are given for new or different assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Sorts, indexes and files correspondence, invoices, requisitions, charts, reports and other office records;
2. Types forms, correspondence, vouchers, records, reports and other materials using a computer keyboard and/or typewriter when necessary;
3. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
4. Retrieves material from files and maintains charge-out records;
5. Prepares simple reports and assists in the preparation of more complex reports;
6. Collects funds and accounts for monies received;
7. Makes entries from original sources to update and maintain records;
8. Maintains routine office records including employee time and attendance records;
9. Performs arithmetical computations;
10. Schedules meetings and appointments;
11. May assist in taking, maintaining and/or re-stocking office inventories;
12. Operates standard office equipment including but not limited to typewriter, computer, copy and fax machine, scanner, laminator, calculator, etc.
13. Utilizes modern office software including but not limited to word processing, spreadsheets, databases, and proprietary software.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures, and equipment; good clerical computer skills; ability to utilize modern office software including word processing, spreadsheets, databases, and proprietary software and modern computer equipment and related peripherals at an acceptable rate of speed and accuracy; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**NOTE:** The Clerical I eligible list is used to fill Clerical I, Typist, and Clerk positions.

**DEPARTMENT;** **SCHOOLS**  
**CLASSIFICATION:** **NON-COMPETITIVE**  
**APPROVED:** **MAY 28, 2015**

**TEACHER AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This title is employed for positions which are created for the main purpose of relieving schoolteachers of that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The duties assigned are in accordance with NYS Commissioner of Education Regulation §80-5.6. An incumbent may be assigned to classrooms or to aid one or more students based upon an IEP for mobility and/or safety issues. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of this class differ from those of Personal Care Aide in that a Teacher Aide will not be assigned to student diapering, feeding equipment, or use of medical devices. The work is performed under the direct supervision of the teacher or administrator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists students with the use of technical/computer or electronic equipment in study labs or classrooms;
2. Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
3. Helps in the technical preparation and production of television programs or other audio visual aides;
4. Reads to children in lower grades;
5. Provides musical accompaniment;
6. Proctors examinations and helps to conduct examinations and study halls;
7. May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
8. May assist in the school library;
9. May assist in the computer lab;
10. May perform incidental clerical duties such as sorting, alphabetizing, filing, making copies, entering data, maintaining attendance records, and typing;
11. Escorts students to and from buses, classrooms, bathroom, and lunchroom;
12. May be assigned to attend to the physical and care needs of a student or students relating to safety, care and management, mobility and/or material management needs as mandated by an IEP and not designated specifically under a different title.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge or good background in specific field where specialized duties are involved; working knowledge of modern computer programs; good social and communication skills; ability to establish good relationships with children, co-workers, and others; ability to maintain discipline; ability to follow simple oral and written instructions; good general intelligence; familiarity with classroom routine; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation from high school or possession of an equivalency diploma; **OR**
2. Childcare experience or experience or knowledge in a particular field where specialized duties are involved; **OR**
3. 600 hours of satisfactory experience as a Volunteer or Monitor in a School System; **OR**
4. 600 hours of satisfactory leadership experience in a community, church, or educational/recreational organization involving children.



DEPARTMENT: SCHOOLS  
CLASSIFICATION: LABOR  
APPROVED: SEPTEMBER 22, 2004

### SCHOOL MONITOR

**DISTINGUISHING FEATURES OF THE CLASS:** Helps school teachers by assisting in route non-teaching duties including pupil supervision. May be assigned to assist bus drivers in carrying out non-operator duties while transporting pupils. This is work of ordinary difficulty involving responsibility of assisting by performing assigned routine tasks including the supervision and care of children. Since there are definite limits on the type and complexity of assignments, the class of School Monitor differs in that respect from Teacher Aide which usually involves duties of greater difficulty generally requiring specific skills or abilities.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in supervising recreation and lunch periods and study halls;
2. Guides children safely across streets and intersections;
3. Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas;
4. Oversees students passing between classes and in locker rooms and on premises before and after school;
5. Issues athletic supplies and equipment;
6. Helps children in lower grades with wearing apparel;
7. May perform simple clerical duties under close supervision;
8. May render elementary first aid treatment;
9. May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good general intelligence; ability to get along well with children and command their respect; some knowledge of first aid methods; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** None required.

### **SPECIAL REQUIREMENT:**

Candidates must satisfy the requirements for School Monitor as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing authority who must advise the Niagara County Civil Service Commission of the Candidates compliance when submitting appointing Report of Personnel Change. Added 10/5/88

**DEPARTMENT:** SCHOOL SERVICE  
**CLASSIFICATION:** LABOR – NYSCSC APPROVED 07/17/2006  
**APPROVED:** MARCH 19, 2012

**FOOD SERVICE HELPER - MONITOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for assisting with the preparation and service of food to students in a school cafeteria as well as for monitoring the activities of students during their lunch period. Responsibilities also include cleaning the kitchen area, kitchen utensils, cooking equipment, counters, the serving line, etc.; wiping cafeteria tables between lunch periods; and cleaning up any messes that occur during the lunch period. Work is of a routine nature and is performed under the direct supervision of higher-level kitchen staff who checks work for conformance with instructions. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in the cutting, washing and preparation of food items for cooking;
2. Assists in the supervision of the cafeteria during student lunch periods;
3. Wipes cafeteria tables between lunch periods;
4. Cleans work area before line service including the floor area;
5. Loads and serves food at cafeteria line;
6. Cleans kitchen daily, including but not limited to counters, cooking equipment, serving line, floors, etc.;
7. Works in dish room operating, loading and unloading dishwasher;
8. Removes all trash and garbage from kitchen, faculty cafeterias, student cafeteria, dining room areas and storeroom to outside dumpster;
9. Arranges and re-stocks dishes, cutlery, napkins, and condiments in the kitchen and dining areas;
10. Monitors student behavior and maintains order in the cafeteria during lunch periods;
11. Reports any problems to a school official such as the principal;
12. Assists younger school children going through the serving line;
13. Hands out cutlery, napkins, condiments, etc. to students;
14. Cleans any messes that may occur during lunch periods;
15. Assists with shelving inventory after deliveries.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the proper methods of serving food and of the care of kitchen dishes, equipment and appliances; working knowledge of cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; ability to get along well with children and command their respect; good general intelligence; neat personal appearance; good powers of observation; tact; courtesy; good judgment; physical strength and stamina; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None required.



**DEPARTMENT:** SCHOOLS, TOWNS, & VILLAGES  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** FEBRUARY 3, 2020

**GROUNDSPERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** This work requires good knowledge of grounds maintenance practices. Assignments are outlined in detail and work is frequently checked by inspection. Work is performed under the general supervision of a superior usually leaving details to be worked out independently. May exercise supervision over one or more subordinates. Performs skilled manual work in grounds maintenance activities; does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Mows lawns and trims hedges;
2. Rolls, re-seeds and fertilizes lawn;
3. Removes paper and litter from grounds;
4. Transplants seedlings;
5. Operates a variety of grounds maintenance equipment;
6. Plants and cares for trees, shrubs and flowers;
7. Removes snow and ice from sidewalks, driveways, steps and building entrances;
8. Performs a variety of related grounds maintenance tasks including preparation and maintenance of grounds for sports;
9. Performs cleaning duties in buildings when assigned;
10. Performs laborer duties when assigned;
11. May be assigned to keep simple records pertaining to this field;
12. Makes minor repairs on all grounds related equipment including sharpening blades and cutters, engine tune-ups, and maintains a constant preventive maintenance program on such equipment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of grounds maintenance practices and techniques; ability to operate commercial grade motorized equipment used in the grounds maintenance activities; ability to adhere to safety precautions when operating potentially harmful tools and/or equipment; ability to follow written and oral instructions; ability to lift more than fifty (50) pounds; willingness to perform routine, sometimes strenuous, manual work; willingness to work in adverse weather conditions; sound judgment; integrity; initiative; physical endurance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Completion of a standard grade school course and one (1) year of experience in grounds maintenance work which also involved six (6) months use of motorized grounds equipment.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:** Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field. Requirement waived only when application is accompanied by an administrative letter stating that this special requirement is not applicable.

**NOTE:** Verifiable part-time and/or volunteer experience in home grounds maintenance will be pro-rated towards meeting the experience requirements.

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** LABOR  
**APPROVED:** JANUARY 9, 2012

**CLEANER**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs routine manual work requiring the efficient performance of simple building cleaning tasks. The responsibility of an employee in this class involves only the thorough execution of tasks following an established routine. Direct supervision is received from an assigned superior. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Cleans and services offices, rooms, clinics, halls, stairs, laboratories and other similar units;
2. Sweeps, mops and waxes floors using brooms, sweepers, polishers;
3. Dusts furniture and equipment with rags and polish;
4. Washes inside windows and cleans window sills;
5. Cleans and services lavatories with paper and soap;
6. Cleans and polishes glass panels in doors and partitions;
7. Collects papers and garbage, collects trays, replaces light bulbs;
8. May assist with food service duties such as filling glasses and pitchers with water, passing trays, washing, sterilizing, and wiping glasses;
9. May deliver mail, packages, and supplies;
10. In schools, may be assigned to assist in maintenance helper class on seasonal basis;
11. Travels to multiple buildings when assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of building cleaning methods, procedures and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; honesty; initiative; good physical condition.

**MINIMUM QUALIFICATIONS:**

None required.

**SPECIAL REQUIREMENT:** When assigned to deliver mail, packages, and supplies or when traveling between buildings is necessary, the employee must possess a valid New York State driver's license at time of appointment and for duration of employment.