

**Valley Central School District
Central Administration Building
944 State Rte. 17K
Montgomery, NY 12549
(845) 457-2400, Ext. 18118**

**SUBSTITUTE TEACHERS, TUTORS &
REGISTERED NURSES NEEDED**

Valley Central School District is currently accepting applications for Substitute Teacher, Tutor and Registered Nurse candidates. Please submit your application packet to Joan Babcock, Human Resources Department, 944 Route 17K, Montgomery, NY 12549

Please provide the following items in your application packet:

- **Letter of Interest**
- **Resume**
- **Application (Substitute Application may be downloaded from website)**
 - *Please include the names and addresses of three people we may contact for employment verification and recommendations*
- **Copy of Transcripts and Certification**
- **3 Professional Letters of Reference**

After your application packet is received and reviewed, successful applicants will be contacted to schedule an interview with the Assistant Superintendent. The successful candidates will then be scheduled for a substitute orientation.

**Please note that candidates are selected based on the needs of the district at that time.*

If you have not previously been fingerprinted for employment clearance with the New York State Dept. of Education, you will be given instructions on how to schedule an appointment.

****Please refer to our website or listen to radio broadcasts on 97.7FM, 100.7FM, 103.5FM or 104.7FM for weather-related closings. If our school district is closed, delayed or closing early, the screening appointment/orientation will be rescheduled. Please call for the rescheduled date.**