

# Oxford Academy and Central School

PO Box 192, Oxford, New York 13830 • 607-843-2025 • FAX 607-843-3241



JOHN T. HILLIS,  
Superintendent  
ERIN GRAMSTAD,  
School Business Manager

2023-24 School Year

Dear Potential Substitute Teacher:

Thank you for your interest in substitute teaching at Oxford Academy & Central School. Please complete the enclosed application and the substitute information sheet below and return it to the District Office. To make an observation visit, please contact a building principal. **The workday for a substitute teacher is from 7:55 am to 3:15 pm.** The substitute rate of pay is: Certified - \$125.00 per day; Uncertified - \$115.00 per day; Retired Oxford Teacher - \$130.00 per day.

Sincerely,

John Hillis, Superintendent  
JH:mr

## 2023-2024 Substitute Teaching Form – Oxford Academy & Central School

(Please Print)

Name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ I am attending college and available **only** during breaks.

Please indicate your availability to substitute (days of the week and times):

\_\_\_\_\_

I hold the New York State Teaching Certificate(s) described below: *(In order to be paid at the certified substitute rate you must provide a copy of your certification.)* **Please provide copies of completed course work.**

Area of certification

Permanent \_\_\_\_\_  
Professional \_\_\_\_\_  
Provisional \_\_\_\_\_  
Initial \_\_\_\_\_

Please check grade levels you are willing to substitute in.

Primary School (UPK-4) \_\_\_\_\_ Middle School (5-8) \_\_\_\_\_ High School (9-12) \_\_\_\_\_ Special Fields: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_