

NOTICE OF VACANCIES

Floating Building Substitute Teacher– ACT WorkKeys Coordinators (5)

Primary Responsibilities:

- Coordinate ACT WorkKeys testing for CTE students.
- Schedule and administer WorkKeys assessments in accordance with ACT testing requirements.
- Work with teachers and administrators to identify students and organize testing schedules.
- Maintain accurate testing records and assist with reporting results.
- Support Students with preparation, testing procedures, and completion of required assessments.
- Serve as a building substitute and provide additional student/program support when not engaged in WorkKeys responsibilities.

Qualifications:

- High school graduate or equivalent
- Experience working with children or young adults required

Preferred Qualifications:

- NYS Teacher Certification
- The successful candidate will be highly organized, comfortable working with students and technology, and able to manage testing schedules and requirements independently.

Locations:

- Genesee Valley BOCES locations including Batavia, Mt. Morris and Dansville.

Rate of Pay:

- Certified teacher substitutes: \$157.00 / day
- Uncertified teacher substitutes: \$140.00 / day

Visit our website at www.gvboces.org

Reply by **October 19, 2026** with reference to **Vacancy 27-62**,
letter of interest, and resume to hr@gvboces.org or mail to:

Human Resources
Genesee Valley BOCES
80 Munson Street
LeRoy, NY 14482

.....
MAKE AN IMPACT TODAY
.....