

TEACHER - SUBSTITUTE

QUALIFICATIONS:

1. Any holder of a valid teaching certificate issued by the New Jersey State Department of Education can qualify as a Substitute Teacher.
2. Holders of out-of-state teacher's certificate generally fulfill Substitute requirements.
3. Those not holding a teaching certificate must procure a County Substitute's Certificate valid for day-to-day teaching, not to exceed twenty (20) days in the same position.
4. This County Substitute's Certificate can be renewed annually through application to the Office of the County Superintendent of Schools.
5. A County Substitute's Certificate issued by the Office of the County Superintendent of Schools (Freehold, N.J.) is valid in all Monmouth County Public Schools.
6. All Substitutes, other than those having teaching certificates, must have a minimum of 90 college credits.
7. Evidence of a negative T.B. test must be presented by October 15th. . Arrangements may be made through our school nurse. Substitutes approved after this date must present such evidence prior to being called.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Report to the office immediately upon entering the building to confirm assignment and additional duties, if any.
2. Demonstrate a professional attitude toward effective teaching.
3. Continue self-improvement.
4. Take advantage of local opportunities to visit classrooms and to attend professional meetings.
5. Refrain from comparing schools, teachers, etc.
6. Be familiar with the Board of Education policies and the "Faculty Handbook."
7. Know the location of all school buildings in the Township.
8. Refer all unusual requests from parents and children to the office.
9. When on an extended assignment, attend, faculty meetings and other similar meetings.
10. After one day of an extended assignment, be responsible for all planning, grading of papers, and the maintaining of records.
11. Report to the principal at the close of each day's assignment.

12. Keep the atmosphere of the classroom conducive to good work habits and learning situation.
13. Notify the office IMMEDIATELY of accidents or severe problems.
14. Follow plans of the classroom teacher as closely as possible.
15. Leave a brief report of the day's activities for the regular classroom teacher.
16. Leave the classroom clean and neat at the close of each day's session.
17. Report 15 minutes prior to the opening of the school day.
18. Perform such other duties as may be required by the principal.

Readopted by the Board: July 25, 2007