

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTITUTE TEACHER

Date of Adoption: December 22, 2011

JOB TITLE: Substitute Teacher

REPORTS TO: Principal or designee

NATURE AND SCOPE OF JOB:

The Substitute Teacher supervises the assigned classroom(s) and/or students as assigned.

QUALIFICATIONS:

The Substitute Teacher shall:

1. Have a valid New Jersey Substitute Certificate or a New Jersey Teaching Certificate.
2. Have excellent integrity and demonstrate good moral character and initiative.
3. Show evidence of successful experience in working with children.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively both orally and in writing.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Substitute rate to be determined by the Board of Education.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTITUTE TEACHER

JOB RESPONSIBILITIES:

1. Follows information provided from the district through the Substitute Handbook and orientation.
2. Monitors the hall before, after and between class periods where appropriate.
3. Takes accurate attendance on each day and /or period.
4. Follows teacher's plans as closely as possible. Supplements activities when necessary.
5. Interacts with students – monitoring their activities and classroom behavior.
6. Maintains a relationship with the class conducive to learning.
7. Enforces safety habits, rules and regulations.
8. Is punctual and dependable. (Report by time designated by Aesop).
9. Supervises students at all times.
10. Performs other duties as assigned by the Administration and/or listed in teachers plans.
11. Follow all policies, regulations, and rules according to the Substitute Teacher Handbook.

EVALUATION:

The Principal and/or designee shall evaluate the Substitute Teacher in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.