

**SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION**  
**512 Cedar Street**  
**SCOTCH PLAINS, NJ 07076**

**DECEMBER SUBSTITUTE ORIENTATION**

**Orientation Date:** **Monday, December 18th 2023**  
**(Deadline to Register – Sunday, December 17th 2023)**

**Orientation Location & Time:** 10:00 a.m. - 12:00 p.m.  
Scotch Plains-Fanwood Board of Education  
512 Cedar Street, Scotch Plains, NJ 07076  
Enter through Door #12

- There is no charge for the orientation.
- It is **not** necessary to bring any documentation at this time.
- All packets and literature will be distributed at the orientation.
- Substitute Teacher pay rate is **\$125/day**
- Our Automated Substitute System (Frontline/Absence Management) will be presented.
- All of your questions will be addressed at the orientation.
- To qualify for a Substitute Certificate, a minimum of 60 college credits is required OR currently attending college with 30 credits minimum.

The substitute orientation is both interesting and informative. If you are unable to attend this orientation once you are registered, please email to cancel. You can re-register for a future orientation which, once scheduled, will be posted on the district website. Attending the substitute orientation does not guarantee you will be appointed to a substitute position in the district.

- College students are encouraged to apply. If unable to attend the orientation because you are still away at school please contact us for next steps.

**Please confirm your ATTENDANCE by email to [Tdougherty@spfk12.org](mailto:Tdougherty@spfk12.org).**

