

**HILLSIDE PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Substitute Teacher

QUALIFICATIONS:

1. Substitute Teacher's Certificate (minimum 60 college credits) obtained from the Union County Superintendent's Office or NJ Teachers Certificate.
2. Familiarity with school, philosophy, program and policies.
3. Such alternatives to the above qualifications as may be determined appropriate and acceptable by the Board of Education.

REPORTS TO: Principal or Vice Principal

JOB GOAL: To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal at the time school officially begins for the teaching staff.
2. Reviews with the principal or designee all plans and schedules to be followed during the teaching day.
3. Follows teacher's schedule and lesson plans as assigned.
4. Assumes responsibility for supervising pupil behavior in class and during lunch and recess periods.
5. Demonstrates the ability to communicate read and write English proficiently.
6. Demonstrates skill in organizing classroom activities.
7. Cooperates in a professional manner with all building staff.
8. Writes a report at the end of each teaching day about work completed and leaves it for the regular classroom teacher with a copy to the principal.
9. Remains in the building until official school closing for teachers.
10. Reports to the building principal or vice principal at the completion of the teaching day and verifies whether or not his/her services will be required on the next teaching day.
11. Performs such other duties as may be from time to time assigned by the principal or his/her designee.

NOTE:

1. Adheres to contractual time based on individual school time.
2. Provides coverage for long-term illnesses and Maternity leaves.
3. Participates in staff meetings and events.

Noted: Substitutes should dress and act in a professional manner. They should not read materials that are not in line with the instruction that's being presented. (I.e., newspaper or personal literature.) They should not use the computers while they are expected to teach and they must not interact with the parents; that

should be the sole responsibility of the classroom teacher. * Substitute and Educational Assistants are not entitled to preparation periods. **THIS IS A NON-TENURABLE POSITION.**

TERMS OF EMPLOYMENT: Per Diem at the following rates:

<u>Duration</u>	<u>County Certificate with 60 credits</u>	<u>College Graduate</u>	<u>Certified (CE, CEAS etc)</u>
1-5 days	\$70.00	\$80.00	\$90.00
6-20 days	\$75.00	\$85.00	\$95.00

EVALUATIONS: Performance will be evaluated in accordance with Board policies and Procedures for Professional staff.

Date: September, 2010

Revised by: