

JOB DESCRIPTION

SUBSTITUTE TEACHER

BOARD OF EDUCATION
FAIRFIELD, NJ

CERTIFICATED STAFF

SUBSTITUTE TEACHER

Qualifications of Job:

- Valid NJ Instructional Certificate or County Substitute Certificate
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities.
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports to: Principal/Designated Supervisor

Job Goal:

To effectively manage the operation of the classroom, including student discipline, while the regular classroom teacher is absent.

Duties and Responsibilities:

The Substitute Teacher shall:

- A. Sign in at school office each time she/he reports for duty.
- B. Investigates emergency procedures before the day begins
- C. Read carefully the information in handbook prepared specifically for substitutes.
- D. Follow as closely as possible the plans left by the regular teacher
- E. Assume any and all duties assigned to the regular teacher on that day
- F. Write a brief summary of what was done during the day, including any information the teacher should know
- G. Conduct such other duties as may be assigned by the principal.

Terms of Employment: Payment for services during any month will be paid by the 15th of the following month.

Evaluation:

Performance of this job will be evaluated by the regular teacher upon return, and by the principal observation.

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Reference: NJAC 6:11-4.4

Adopted: 3/13/79

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