



JOB DESCRIPTION

- I Title:** Substitute Teacher
- II Qualifications:** Valid New Jersey State Instructional Certificate or New Jersey Substitute Teacher Credential. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- III Primary Function:** Performs regular teacher's class plan while the teacher is absent.
- IV Reports to:** Principal/Designated Administrator
- V Major Duties and Responsibilities:**
- A. Reports to the principal or school secretary upon arrival at the school
 - B. Communicates, collaborates, and cooperates with colleagues, supervisors, and students
 - C. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
 - D. Assumes the responsibilities for instructing classes when a teacher is absent
 - E. Assumes other responsibilities for that teacher during the time the teacher is absent
 - F. Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
 - G. Consults, as appropriate, with the principal or department or grade level head, before
 - H. initiating any teaching or other procedures not specified in the lesson plans
 - I. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
 - J. Provides for individualized and small group assistance for students as indicated by lesson plans
 - K. Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
 - L. Any other duties as assigned
- VI Terms & Conditions of Employment:** Daily as needed.
- VII Salary:** Based on current daily rate of pay.
- VIII Evaluation:** As necessary.