

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Substitute Teacher

II. PRIMARY FUNCTION

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

III. REPORTS TO

Principal and/or designee

IV. QUALIFICATIONS

- A valid New Jersey teaching certificate or a substitute teacher's certificate (minimum of 60 college credits) obtained from the Executive Superintendent's office
- Demonstrates familiarity with district philosophy, programs and policies
- Ability to work with children and communicate effectively
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Reports to the Principal at least thirty (30) minutes before the official school opening
- Review with the Principal and/or designee all plans and schedules to be followed during the teaching day
- Follows teacher's schedule and lesson plans as assigned
- Assumes responsibility for supervising pupil behavior in class and during other assigned periods
- Demonstrates skill in organizing classroom activities
- Cooperates in a professional manner with all building staff
- Writes a report at the end of the day about work completed and leaves it for the regular classroom teacher with a copy to the Principal
- Remains in the building until official school closing for teachers
- Reports to the building Principal at the completion of the teaching day and verifies whether or not his/her services will be required on the next teaching day
- Perform such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Per Diem at rates currently established by the Edison Township Board of Education

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Job Description/Section IX MISCELLANEOUS SUBSTITUTE TEACHER

APPROVED: November 22, 2010