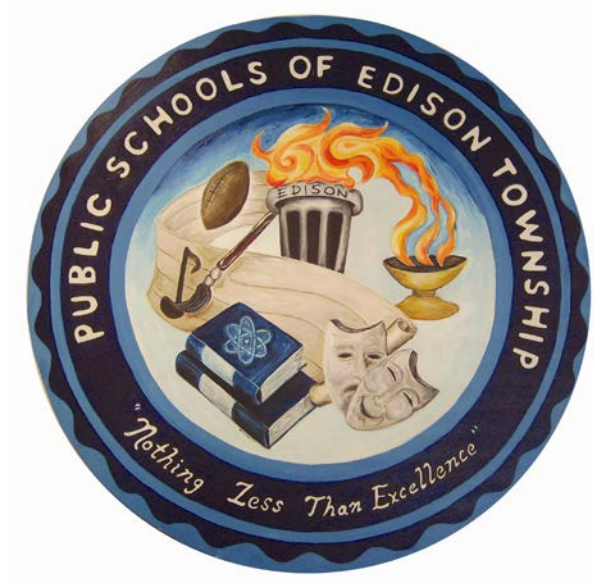


EDISON SCHOOL DISTRICT

SUBSTITUTE HANDBOOK



EDISON TOWNSHIP SCHOOLS SUBSTITUTE HANDBOOK

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WELCOME

We are pleased that you are interested in joining the Edison Schools substitute roster. The role of a substitute is an important assignment in the educational program of the Edison Public Schools. It is your responsibility to provide continuity to the regularly planned program. This is indeed a challenging objective.

The Mission of the Public Schools of Edison Township is to ensure that all students achieve at the highest level of academic success. The district, in partnership with the community, will provide a safe, supportive learning environment which promotes self-worth and encourages productive contributions to a diverse and constantly evolving global society.

We hope this book will be of some assistance in helping you accomplish this. If there are any other details you need to know, or if you have suggestions for improving this handbook, we welcome your inquiries and comments by contacting the AESOP Administrator, Human Resources at 732-452-4900 or via email at human.resources@edison.k12.nj.us.

QUALIFICATIONS

A substitute teacher must hold a standard teaching certificate or certificate of eligibility issued by the New Jersey State Board of Examiners

Or

Must be eligible to receive a Substitute Teacher Credential. To receive the credential, a person must have completed 60 college credits and be approved by the Edison Board of Education. A fee of \$125 is charged by the state for this credential. The credential is valid for five years.

If you currently hold a Substitute Teacher Credential, you must present the original for us to review and it must be accompanied by a Letter of Continuous Service from the School district where your fingerprints were processed. Please contact Human Resources at the Edison Board of Education for assistance at 732-452-4900.

The Substitute Teacher Credential will be issued for a five-year period, and the holder may serve for no more than 20 consecutive days in the same position in one school district during the school year.

PROCEDURE FOR APPOINTMENT

Qualified interested persons should complete the packet of paperwork, including the online application, and return it to Human Resources at the Edison Board of Education, 312 Pierson Avenue, Edison, New Jersey 08837 between the hours of 8:00 a.m. - 11:30 a.m. **Paperwork cannot be submitted until you have been finger scanned or applied for an archive print online.** For assistance please call, 732-452-4900 between the hours of 8:00 a.m. to 4:00 p.m.

Substitutes are subject to annual approval by the Board of Education based on the Superintendent's recommendations for appointment. Employment of substitutes beyond the initial year of appointment is subject to the discretion of the Board of Education and the Superintendent.

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 rates currently established by the Edison Township Board of Education

/jas
Job Description/Section IX MISCELLANOUS SUBSTITUTE TEACHER

APPROVED: November 22, 2010

EXPECTATIONS

What is expected of you as substitute

- Once you accept an assignment, be sure to follow through and complete the assignment.
- Accept assignments whenever possible. Continuous refusals will affect the number of assignments offered to you.
- Appropriate professional dress and demeanor are required for this professional responsibility (No sneakers, jeans, mini-skirts, etc.).
- Arrive 30 minutes before school begins and sign in at the main office. Do not leave sooner than 15 minutes after the students are dismissed.
- You will need to review all emergency procedure information upon entering the school for your assignment. Review all evacuation locations as well as fire drill and lock down protocols.
- During Prep (Free) Periods, when you do not have students in your class, please go to the Main Office to ask if they need assistance with anything during that “free period.”
- Carry out to the best of your ability the responsibilities of the person in whose position you are working. This includes following the teacher's plans that were left for you carefully and completely. You will also be expected to cover any other extra duties of the teacher - before school, lunch, and/or after school.
- Be directly responsible to the principal in the building to which you are assigned.
- Leave a brief report on the enclosed form of the day's activities for the regular classroom teacher. You may mention how the students may have reacted to the assignment, any behavioral or disciplinary problems, etc. Positive feedback of your experiences that day are of course always welcome.
- Leave the classroom neat and orderly at the close of each day.
- Only use school property for school business i.e. computers, phones, gym equipment etc.
- Be receptive to teachers who try to assist you.
- Be positive with students, office personnel, and staff.
- Circulate around the classroom to monitor students' progress and to provide assistance when needed.
- If a student is using a cell phone or I-Pod during class, take it away and turn it into the Main Office with the name of the owner attached.

Please Don't

- **Do not violate the confidentiality of information concerning students or staff members.**
- Use personal cell phones while students are present.
- Take pictures of any students without prior written permission from their parents, it is unlawful.
- Touch the students or verbally demean them in any way. Do not yell at students or threaten them with punishments. Do not criticize students or their work. If a student is giving you difficulty, notify the Main Office via the intercom/phone and an administrator will assist you.
- Read a book, magazine, or newspaper in the classroom.
- Be late for assignments.
- Allow students out of their seats unless the lesson plan calls for collaborative learning groups.
- Leave the building without checking in with the secretaries.

What you may expect from the Edison Board of Education

- A cordial welcome from the school staff
- Help in locating your assigned room
- Seating charts, lesson plans, teaching materials, and a detailed schedule for the day.
- Safety information about crisis management/drills and medical alerts for students.
- Information concerning the restrooms, lounges, break schedules, lunch assignments and any other particular procedures for that specific school (i.e. fire drills).
- Cooperation from all the school staff and help from the administration in handling disciplinary problems.

DISCIPLINARY PROCESS

Substitutes are reviewed by building administrators on a case-by-case basis for unsatisfactory performance based on feedback from classroom teachers, administrators, etc. The review is based on the following criteria:

- ◆ Professional Qualities
 - ◆ Skill in Teaching
 - ◆ Knowledge of Subject Matter
 - ◆ Success with pupils
 - ◆ Punctuality
 - ◆ Sensitivity to students

- ◆ Classroom Procedures
 - ◆ Resourcefulness
 - ◆ Discipline
 - ◆ Skill conducting lessons
 - ◆ Teaching technique at this grade level
 - ◆ Following Lesson Plans

- ◆ Personal Characteristics
 - ◆ Attitude towards students
 - ◆ Personal appearance
 - ◆ Poise and self-control

In the event there is a display of unsatisfactory behavior, the attached evaluation form will be completed by a building administrator and submitted to the Office of Human Resources within three days of the date of service. A letter will be sent to the substitute regarding the incident.

Substitutes who receive an unsatisfactory review will receive either a warning; may be blocked from working at a specific school, or may be immediately removed from the approved substitute list, at the discretion of the administrator.

EVALUATION OF SUBSTITUTE TEACHER PERFORMANCE

Name _____ Date of Substitution _____

Subject or grade _____

Place a check mark in the appropriate column. If your evaluation of this substitute's work changes during the year, additional reports should be submitted.

	SATISFACTORY	UNSATISFACTORY	NOT OBSERVED
1. PROFESSIONAL QUALITIES			
a. Skill in teaching			
b. Knowledge of subject matter			
c. Success with pupils			
d. Punctuality			
e. Sensitivity to students			
2. CLASSROOM PROCEDURE			
a. Resourcefulness			
b. Discipline			
c. Skill conducting lessons			
d. Teaching technique at this grade level			
e. Following lessons plan			
3. PERSONAL CHARACTERISTICS			
a. Attitude toward students			
b. Personal appearance			
c. Poise and self-control			

RATING

_____ Satisfactory

_____ Unsatisfactory as a substitute at this school.

Remarks:

Principal _____ **School** _____

Note: The principal should speak to the substitute prior to this report being submitted. If an unsatisfactory report is filed, the substitute shall not be permitted to return to that school, and after three unsatisfactory reports the substitute shall be removed from the active substitute list, unless the nature of their behavior warrants immediate dismissal, as determined by the administration.

SUBSTITUTE'S SUMMARY SHEET
(Return to Classroom Teacher)

Name of Classroom Teacher _____

Date of Service _____ School _____

Please fill out the following:

- 1. Current plans were made available. Yes _____ No ___
- 2. All essential materials were made available. Yes _____ No ___
- 3. Seating plans and schedule were made available. Yes _____ No ___

Comment briefly on:

- 1. Pupil attitudes:

- 2. Discipline:

- 3. Names of pupils especially helpful to the class situation:

- 4. Names of pupils who were generally uncooperative or interfered with the educational program:

- 5. Further comments:

Date

Name of Substitute

Return form to principal in main office.

EDISON TOWNSHIP SCHOOLS
Edison, New Jersey

SEMI MONTHLY PAY PERIODS

15th and the 30th

PLEASE READ CAREFULLY

NOTE: Teacher Certified Rate will not be paid until a copy of the NJ Teaching Certificate is on file in our Human Resources Department.

RATES OF PAY FOR SUBSTITUTES:

- Substitute Teaching Credential \$80 per day (CE & Substitute Teacher Credential)
- Teaching Certificate* \$100 per day (CEAS & Standard NJ Certified
Teacher)
- Guidance Substitute \$110 per day
- Child Study Team Substitute \$200 per day
- School Nurse/RN Substitute \$200 per day
- Secretarial Substitute \$75 per day

***If you hold a Teaching Certificate and accept a Paraprofessional position, you will receive the Substitute Teaching Credential Rate (\$80/day).**

Payroll periods run from the 1st of the month through the 15th of the month, and for that period, substitutes will receive a check approximately on the 30th of the same month.

The second period runs from the 16th through the 30th of the month, and for that period, substitutes will receive a check approximately on the 15th of the next month.

SUBSTITUTES ARE ALWAYS PAID TWO WEEKS AFTER THE PAYROLL PERIOD ENDS.

SUBSTITUTE PAYROLL SCHEDULE

- The pay period on your paycheck refers to contractual salaried employees only (not substitutes or per diem employees)
- All District substitutes are paid two weeks after service is rendered. For example: If you work between the 1st and the 15th, you will be paid on the 30th. If you work between the 16th through the 31st, you will be paid on the 15th of the following month.
- Please note that there may be an exception to the above, if an early payroll is processed due to a holiday or school break. If you are missing any payment due to this early payroll deadline, it will be included in your next paycheck.
- **VERY IMPORTANT**: You must sign in on the substitute list at each school each day in which you work. Substitute teachers are not required to process a timesheet. **Substitute Lunch Aides must complete a timesheet** and leave it with the secretary at that respective school.

If you have further questions please contact the AESOP Administrator at the Edison Board of Education 732-452-4900 between the hours of 8:00 a.m. to 4:00 p.m.

SUBSTITUTE ASSIGNMENT PROCEDURES

- Substitute assignments on AESOP could be available for you to review and/or accept positions a week or more before the assignment, or as late as the morning of the assignment. If positions are not filled, the AESOP Computerized System may contact you the evening before the assignment or the morning of the assignment, so it is possible to receive a call as early as 5:30 a.m. the day of an assignment. You may manage and personalize your call times and availability on the AESOP System. The AESOP system will not connect with an answering machine. If you have an alternate number that you can be reached at, please let us know.
- Due to scheduling conflicts, please do not accept a morning assignment and an afternoon assignment on the same day in two different schools. The only exception is when the morning and afternoon assignment is for the same teacher in the same school.
- If contacted by the AESOP Computerized System or by our AESOP Administrator to fill an assignment be sure you know the date, the name of the school, time, grade or subject area, the name of the staff member you will be substituting for, and the confirmation number for reference. Please note that the starting times are different at each school.
- For School Closings, Delayed Openings, and Early Dismissals please access:
 - Edison School Network- Channel 118
 - Radio Stations- NJ 101.5, WCTC 1450 AM, WNJO 94.5
 - District Website- www.edison.k12.nj.us
 - AESOP- Web Alert

VERY IMPORTANT: JOB CANCELLATIONS

- If you find that you have accepted a position in error, or due to an emergency you are not able meet your commitment, you have the ability to cancel out of an assignment before 6:00 a.m. the day of the assignment. After that time, you must call the school directly and Human Resources, our AESOP Administrator. Please note if the assignment is more than one day this feature cancels you out of the entire assignment, so you will need to call Lisa, if you are ill for only one day of a long assignment. Please see Aesop's Quick Start Guide or the Video for instructions regarding this feature. It can be found on the main screen after you log into AESOP.
- If you need to cancel on the day of your assignment due to an emergency or illness after the 6:00 a.m. deadline, you must call Human Resources at 732-452-4900, to leave a recorded message stating your name, teacher/aide/secretary you are substituting for, and the name of the school. You must also contact the respective school. (see enclosed phone list of all the schools)
- If you know you are not going to be available for long periods of time, please contact the AESOP Administrator, Human Resources, Monday through Friday at 732-452-4900 to make this known. This precludes the AESOP System making unnecessary calls, and also saves your being awakened at 5:30 a.m.

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Human Resources Department
312 Pierson Avenue
Edison, NJ 08837
(732) 452-4957

Bernard F. Bragen, Jr., Ed.D.
Superintendent of Schools

HUMAN RESOURCES OFFICE STAFF

Edward Aldarelli, Director of Human Resources Extension 24959

Lisa LaPlant, Executive Secretary Extension 24958

- Certification
- Contracts
- State and Federal Reporting
- Governor's Teacher Recognition

Human Resources, Administrative Secretary Extension 4900

- Substitutes
- County Certification
- Criminal History Review
- Absence Management
- Leaves of Absence/Attendance Records

Kim Kirsch, Executive Secretary Extension 24959

- Change of Status
- Applitrack Job Postings
- Tuition Reimbursement
- Employment Verifications
- Athletic Coaches/Co-Curricular

PAYROLL OFFICE STAFF

Sunita Malhotra, Payroll Supervisor Extension 24918

David Dey, Administrative Secretary Extension 24915

- Letters A-L

Jane Shjarback, Administrative Secretary Extension 24916

- Letters M-Z

Francine Gaertner, Administrative Secretary Extension 24940

- Voluntary Deductions
- Disability Insurance

Pension Department

Automated Telephone Line (609) 777-1777
TPAF (Teachers' Pension and Annuity Fund)
PERS (Public Employees' Retirement System)
Pension Representative (609) 292-7524

www.state.nj.us/treasury/pensions

**PUBLIC SCHOOLS OF EDISON TOWNSHIP
SCHOOL TELEPHONE DIRECTORY**

#	School	Phone #
8	Lincoln	732-650-5270
9	Washington	732-650-5280
10	J. Madison Interm. FDR	732-452-2960 732-452-2939
11	Benjamin Franklin	732-650-5300
13	John Marshall	732-650-5370
14	Menlo Park	732-452-2910
15	James Monroe	732-452-2970
16	Lindeneau	732-650-5320
17	Woodbrook	732-452-2901
18	Martin Luther King	732-452-2980
20	J. Madison Primary	732-452-2990
31	Herbert Hoover	732-452-2940
32	John Adams	732-452-2920
33	Thomas Jefferson	732-650-5290
37	Woodrow Wilson	732-452-2870
34	Edison High	732-650-5200
35	John P. Stevens	732-452-2800
	Edison Early Learning Center	732-650-5200 X25294

IMPORTANT POLICIES OF THE EDISON TOWNSHIP SCHOOL DISTRICT

Each school has certain practices and procedures that you will be informed about when you report to your assignment in that school. The following general reminders apply to all schools, and it is important that they be followed consistently:

- ◆ Building assignments may change upon your arrival at the building, as determined by the administrator, which are based upon the needs of the building.
- ◆ All cases of accidents or illness of students must be reported to the school office at once.
- ◆ Substitute teachers must maintain discipline in the classroom in an appropriate manner. Persistent and extreme behavior problems must be referred to the principal's office. Discipline issues must be documented and left for the regular classroom teacher for their review on the day that they return.
- ◆ **Never leave the students unattended.**
- ◆ Pictures may not be taken of the students.
- ◆ You may not touch the students.
- ◆ Students are never to be released from the building during school hours without permission from the school office.
- ◆ **Do not violate the confidentiality of information concerning students or staff members.**
- ◆ Any money collected must be deposited in the school office.
- ◆ Lesson plans are expected to be carefully adhered to. Students should not be given "free time".
- ◆ **Fire Drills:** Fire drill procedures are posted at each school site in each room and office area and should be followed in an orderly manner. Scheduled fire drills will be conducted as required by law during the school year. Fire Drill directions are posted in each room. **PLEASE READ THEM BEFORE CLASS BEGINS.**

EDISON TOWNSHIP SCHOOLS

CLASSROOM MANAGEMENT SKILLS FOR SUBSTITUTE TEACHERS

Guideline One: Be Prepared

Four ways to be prepared:

1. Arrive early
2. Obtain needed administrative information.
3. Scout out the classroom.
4. Locate needed teaching materials.

Guideline Two: Take Charge of the Classroom

Three Ways to Take Charge:

1. Start the class decisively.
2. Take roll efficiently.
3. Give directions concisely.

Guideline Three: Clarify Expectations Regarding Student Conduct

Four Ways to Clarify Expectations:

1. Use a classroom discipline plan.
2. Give specific direction about desired behavior.
3. Give specific feedback about actual behavior.
4. Circulate frequently about the classroom.

Guideline Four: Communicate the Significance of Learning

Four Ways to Communicate the Significance of Learning:

1. Minimize time spent on procedural matters.
2. Require student attention and participation.
3. Provide feedback to students about their work.
4. Provide closure at the end of class.

EDISON TOWNSHIP SCHOOLS

CLASSROOM SITUATIONS

1. After taking attendance, introducing/explaining the classroom assignment, three students refuse to begin work and instead begin talking in the back of the classroom. You correct the students twice. What do you do now?
2. After taking attendance, introducing/explaining the classroom assignment, a student refuses to begin work and instead looks out the classroom window. You correct the student twice. What do you do now?
3. Five girls simultaneously ask permission to go to the lavatory. How do you respond?
4. A student is unprepared for the class because he/she has no textbook and cannot complete the assignment. How do you respond?
5. In a fifth grade classroom, the student informs you that the assignment left for the substitute was completed yesterday. What procedure do you follow?
6. There is a fight in the classroom while you are substituting. What do you do?
7. A student becomes very ill in your classroom and need to be taken to the nurse. What procedure do you follow?