



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Substitute Teacher

REPORTS TO:

Principal

QUALIFICATIONS:

Certified as a teacher in New Jersey or shall possess a Substitute Certificate.

GENERAL DESCRIPTION:

To serve in the capacity of the teacher and communicate with building administration.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Assumes any an all duties assigned to the regular teacher as described in Section 3000 of the Randolph Township Board of Education Policy Manual.
2. Signs in at the school office each time reporting for duty.
3. Investigates emergency procedures before the day begins.
4. Reads and follows the information in the lesson plans prepared specifically for substitutes by the classroom teacher.
5. Completes follow-up activities and management duties which would have been assigned to the regular teacher has he/she been present.
6. Writes a brief summary of what was done during the day, including any information the teacher should know.
7. Performs such other tasks and assume such other responsibilities as assigned by the Principal.

WORK YEAR: 10 – month position.

DATE APPROVED:

February 19, 2013

BY:

Board of Education