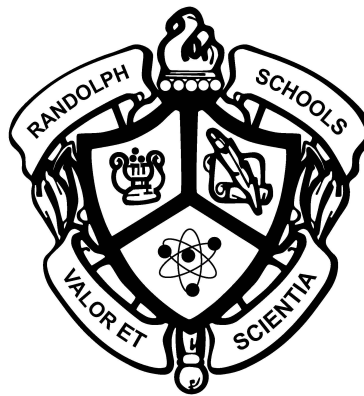


**RANDOLPH TOWNSHIP  
SCHOOLS  
Randolph, New Jersey**



**HANDBOOK  
FOR  
SUBSTITUTE TEACHERS**

Revised: August 2022

**RANDOLPH TOWNSHIP**

**SCHOOLS**

**Randolph, New Jersey**

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## **I. INTRODUCTION**

As a Randolph Township Schools substitute teacher, you have taken an important position in the educational program of the Randolph Township Schools. You are charged with the responsibility of providing continuity to the educational program during the absence of the regular classroom teacher.

Perhaps no single responsibility provides more challenge, more uncertainty, and ultimately more personal satisfaction than that of a substitute teacher. To be able to meet each new situation at a moment's notice and to move the pupils toward the pre-established objective is the mark of an especially skilled professional. This is the expectation of the Randolph Township Schools. The Board of Education, school administrators, parents, and students are grateful for your assistance in the daily operation of the schools.

This handbook will provide substitutes with pertinent information concerning the requirements, policies, and procedures necessary to maintain the highest possible standards of service to our schools and to our students. Specific information concerning your assignment will be available in the buildings where you will be assigned. All policies and procedures are subject to continuous updating and improvement. Your suggestions are always welcome.

Randolph Township Schools substitutes are considered an integral part of our school organization. It is assumed that the substitute, as the regular employee's replacement, will ascertain and continue the established program, accepting all the duties and the responsibilities of the position to which he/she is assigned.

It is hoped that you will find your experiences with the Randolph Township Schools to be both personally and professionally satisfying.

## II. ASSIGNMENT PROCEDURE

The Randolph Township Schools employs an automated service to greatly simplify and streamline the process of notifying you when your services are needed in the district. This service, called AESOP (Automated Educational Substitute Operator), utilizes both the telephone and the Internet to assist you in locating jobs in the school district.

The Office of Human Resources has selected the following hours as standard call times when the AESOP service may call for substitutes: 5:00 to 9:00 A.M. and 2:00 to 9:00 P.M.

You may interact with the system either on the Internet at <http://www/aesoponline.com> or by way of a toll-free, automated voice instruction menu system at [1-800-942-3767](tel:1-800-942-3767). Note that you may access AESOP to search for available jobs 24 hours a day, 7 days a week.

### Getting Started –

The first thing to do as a new substitute is to record your voice on the AESOP system – this is necessary for identification purposes when AESOP calls you for an assignment.

1. Call 1-800-942-3767.
2. Enter your ID and PIN numbers as requested. (*Your ID is your 10-digit phone number and your PIN is the last four digits of your Social Security Number, unless other arrangements were made or you have changed it.*)
3. From the Main Menu, Press 4.
4. AESOP will present several options – Press 1 to enter or change your name recording. (*Note: It is best to avoid long pauses before and after your recording.*)

### Next –

1. Log in to <http://www/aesoponline.com> and enter your ID and PIN numbers.
2. Click on the “Help” button – this will bring you to an AESOP screen listing Substitute User Guides and Video Tutorials.
3. Click to access this information and review it (keeping in mind that certain items are specific to the individual school district).

### Important!

In order for the system to operate efficiently – and to make sure our classrooms are properly staffed – it is extremely important that you specify on your AESOP website your Non-Work Days and (if there are district schools at which you prefer NOT to work) your School Preferences. Otherwise, assignments may go unfilled as the AESOP system wastes time calling substitutes who have no intention of working! To do this, click on the “Preferences” tab on your AESOP website.

If you accept a substitute assignment, AESOP will issue you a confirmation number that you may need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Should you experience difficulty using the system, please contact the Office of Human Resources at (973) 361-0808, ext. 8231, or email the AESOP Coordinator at [akoenig@rtnj.org](mailto:akoenig@rtnj.org).

### III. COMPENSATION

#### A. Payment Schedule

Paychecks will be issued on a time schedule established by the Business Administrator's Office.

#### B. Wage Rates:

Substitute Teacher: \$130.00 per day

Substitute Nurse: \$205.00 per day

Substitute Secretary: \$18.00 per hour

Substitute Paraprofessional: \$130.00 per day

Substitute Recess Aide: \$15.00 per hour

Substitute Custodian: \$18.00 per hour

#### **IV. TIME SCHEDULE**

Substitute teachers are encouraged to report to the main office upon arrival (at least 30 minutes before the start of school) and again before leaving for the day. The principal or a representative will direct the substitute to the class assignment and review the plans and procedures for the day.

Substitute secretaries and aides should report to the school office 15 minutes prior to the beginning of the day's assignment.

Substitute teachers should be sure they understand the teacher's plans, time schedules, seating arrangements, duties, and attendance-reporting procedures when reviewing this information with the school official.

All substitutes should familiarize themselves with the established emergency procedures.

<b>School</b>	<b>Hours of Session</b>
Center Grove School	8:20am-3:50pm
Fernbrook School	8:20am-3:50pm
Ironia School	8:20am-3:50pm
Shongum School	8:20am-3:50pm
Randolph Middle School	7:50am-3:20pm
Randolph High School	7:15am- 2:45pm

## V. SCHOOL/OFFICE TELEPHONE DIRECTORY

Within Randolph Township there are six (6) schools: four (4) elementary schools, one (1) middle school, and one (1) high school. The following is a list of these schools and their addresses.

<b>School/Office</b>	<b>Telephone Directory</b>
Center Grove Elementary School, Grades K-5 25 School House Road	973-361-0808, ext 1201  Ms. Anne Marie Finland, Principal's Secretary
Fernbrook Elementary School, Grades K-5 206 Quaker Church Road	973-361-0808, ext 2201  Ms. Renee Moran, Principal's Secretary
Ironia Elementary School, Grades K-5 303 Dover Chester Road	973-361-0808, ext 3201  Ms. Lisa Nocera, Principal's Secretary
Shongum Elementary School, Grades K-5 9 Arrow Place	973-361-0808, ext 4201  Ms. Darlene Vandenberg Principal's Secretary
Randolph Middle School, Grades 6-8 507 Millbrook Avenue	973-361-0808, ext 5201  Ms. Heidi Kalinkowski, Principal's Secretary
Randolph High School, Grades 9-12 511 Millbrook Avenue	973-361-0808. ext 6201  Ms. Rumika Isemann, Principal's Secretary
Office of Human Resources 25 Schoolhouse Road	973-361-0808, ext 8231 Ms. Alyssa Koenig, Human Resources Secretary

## VI. PRE-ASSIGNMENT NOTES TO THE SUBSTITUTE

- A. Please remember that you have not accepted the job until you receive a confirmation number from AESOP.
- B. If you cannot accept calls for an extended period because of illness or for some other reason, please indicate this on your AESOP Internet account or notify the Office of Human Resources. This will avoid inconveniencing you with unnecessary calls and help AESOP ensure classroom coverage.
- C. Notify the Office of Human Resources, Ms. Alyssa Koenig, of any changes in address, telephone number, email address, etc., or if you are no longer available to serve as a substitute.
- D. Substitute teachers should familiarize themselves with the content of courses to be taught.
- E. If substitute teaching, you should report fifteen (15) minutes before school begins whenever you have received your assignment in sufficient time. You are required to remain on school grounds for at least fifteen minutes after school.
- F. Substitute teachers must remain at the school site through the preparation period even when it falls during the last period of the school day. Also, if the preparation period falls during the first period of the day, the substitute is to be at school during the entire preparation period. In an emergency, the principal may ask the substitute to cover for another teacher during the preparation period.
- G. If substitute teaching, you are on the same professional level as a regular teacher and you are expected to observe the same ethical codes. There may be "...many disagreements over methods – even disagreements as to the basic aims of education. These are healthy and lead to progress, but they belong in the profession. Individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Nothing else so feeds the fires of public distrust."\*  
Particularly desirable for all substitutes is loyalty to the school system and community. Gossip from school to school is inexcusable. "...loyalty to the profession is next after pride in the list of attitudes essential to effective teacher-public relations. Where praise seems impossible, silence is the rule."\*\*

If a substitute is concerned about some practice at the school, he/she should talk to the responsible administrator.

\**National School Public Relations Association, It Starts in the Classroom, P.8*

\*\**Ibid.*



## **VII. DAILY SUBSTITUTES TEACHERS: RESPONSIBILITIES AND PROCEDURES**

- A. The substitute teacher is responsible for the students' conduct in the assigned classes. When and if special problems arise, he/she should feel free to turn to the responsible administrator for help. He/she should not feel that such a request for help is in itself a reflection upon his/her ability or that it will be so considered by the principal.
- B. The substitute teacher is responsible for the full schedule of the regular teacher. This includes the classroom day, study or hall duty, playground duty, and any other special duties performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible.
- C. The substitute teacher should (*note that many of these items apply to all substitute positions*):
1. Be prompt in arrival. This will insure sufficient time to receive necessary instruction and guidance from the principal, as well as to assemble the needed materials for the day.
  2. Wear attire that promotes a professional appearance and is appropriate for working in a school environment.
  3. Report to the main office immediately upon entry to the building. Also report to the main office at the end of the school day.
  4. Confirm with main office staff regarding school policies and procedures such as: attendance, discipline, support system, rainy day schedule, and any other pertinent policies for that school.
  5. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, notify the office.
  6. Familiarize yourself with the building as quickly as possible.
  7. Acquaint yourself with accident and fire drill procedures (see Appendix B).
  8. Maintain normal classroom routines and discipline procedures. The responsible administrator should be contacted in case a serious discipline problem arises.
  9. Leave adequate notes regarding absences, transfers, new students, and books borrowed/books returned to the library, etc.
  10. Leave the room as neat as possible at the end of the day, with things approximately in the same place in which they were found.
  11. Lock classrooms whenever you and the children are out of the room. If you are the last-session teacher, make sure that all windows and doors are locked.

D. The substitute teacher should refrain from the following without prior approval from the building principal:

1. Beginning a new reader.
2. Beginning a new unit.
3. Culminating a unit.
4. Changing student groupings.
5. Dismissing a class ahead of time.
6. Allowing students to leave the classroom without permission.
7. Threatening to suspend a student.
8. Holding a class or individual student after school.

E. Under no circumstances shall the substitute:

1. Release a child from his/her jurisdiction during school hours without written permission from the school office.
2. Leave money or valuables in the desk.
3. Resort to use of corporal punishment (see Appendix D).
4. Criticize the regular teacher.

## **VIII. BUILDING PRINCIPALS/SUPERVISORS: RESPONSIBILITIES**

A. The building principal/supervisor should provide the following for the use of the substitute teacher:

1. Building floor plans.
2. Essential keys.
3. Teacher and class schedules.
4. Absent teacher's schedule.
5. Building policies and procedures; e.g., use of educational resource facilities, special instructional rooms, accident and injury, etc.
6. Discipline policies.

7. List of staff and support roles.
8. Time/bell schedule.
9. Lunch schedule.
10. Building philosophy of education.

B. In addition, the building principal/supervisor should:

1. Orient faculty to proper procedures to be followed in the event of absences.
2. Ask the faculty and staff to provide assistance to a substitute teacher whenever necessary.
3. Explain the responsibilities associated with non-classroom duties (e.g., hall, recess, etc.) to the substitute teacher.
4. Be available to assist with problems that a substitute teacher may encounter.
5. Complete a Substitute Teacher Evaluation Form when requested.

### **C. EVALUATION OF SUBSTITUTE TEACHERS**

#### A. Rationale

Substitute teachers play an important role in the educational program of the Randolph Township Schools. Because of their importance, we must be concerned with the quality of their performance and its impact on the continuity of the instructional program.

One way of maintaining a high level of competency among teachers in the substitute “pool” is the implementation of an observation and evaluation process. The goal of this process is to identify and enhance the performance of the most capable substitutes, improve the effectiveness of others, and remove from the Randolph Township Schools substitute teacher list those judged to be inappropriate for the position.

#### B. Administrative Procedure for Evaluation

1. Any substitute teacher may be observed and evaluated by a member of the administrative staff.
2. The staff member who observes the performance of the substitute teacher should complete Substitute Teacher Evaluation Form #1. In the event the substitute teacher’s performance is unsatisfactory, a copy of the negative report will be mailed to the substitute. The administrator should meet with the substitute teacher to discuss the evaluation **before** sending Form #1 to HumanResources.

3. If the administrator determines that the substitute teacher should be removed from the school's list, s/he will complete Substitute Teacher Evaluation Form #2 and the substitute will be notified accordingly. The administrator should meet with the substitute teacher to discuss the evaluation **before** sending Form #2 to Human Resources. (See Appendices E and F.)
4. Prior to completing Evaluation Form #1 or #2, the administrator should review the Substitute Teacher's Report to determine if there were any circumstances that may have limited the substitute teacher's performance in the assignment.
5. The administrator may request that additional observations of the substitute teacher be completed by a member of the administrative staff.
6. In the event a substitute teacher receives two (2) negative observation/evaluation reports from principals and/or supervisors, requesting that he/she be removed from their schools, the substitute will be removed from the Randolph Township Schools list of approved substitute teachers. If a decision has been made to remove a substitute teacher from the list, the Department of Human Resources will notify the substitute in writing. A conference may be requested to discuss the reasons for the decision.
7. The Department of Human Resources will retain all forms and records necessary for the implementation and maintenance of this process for evaluating substitute teachers.

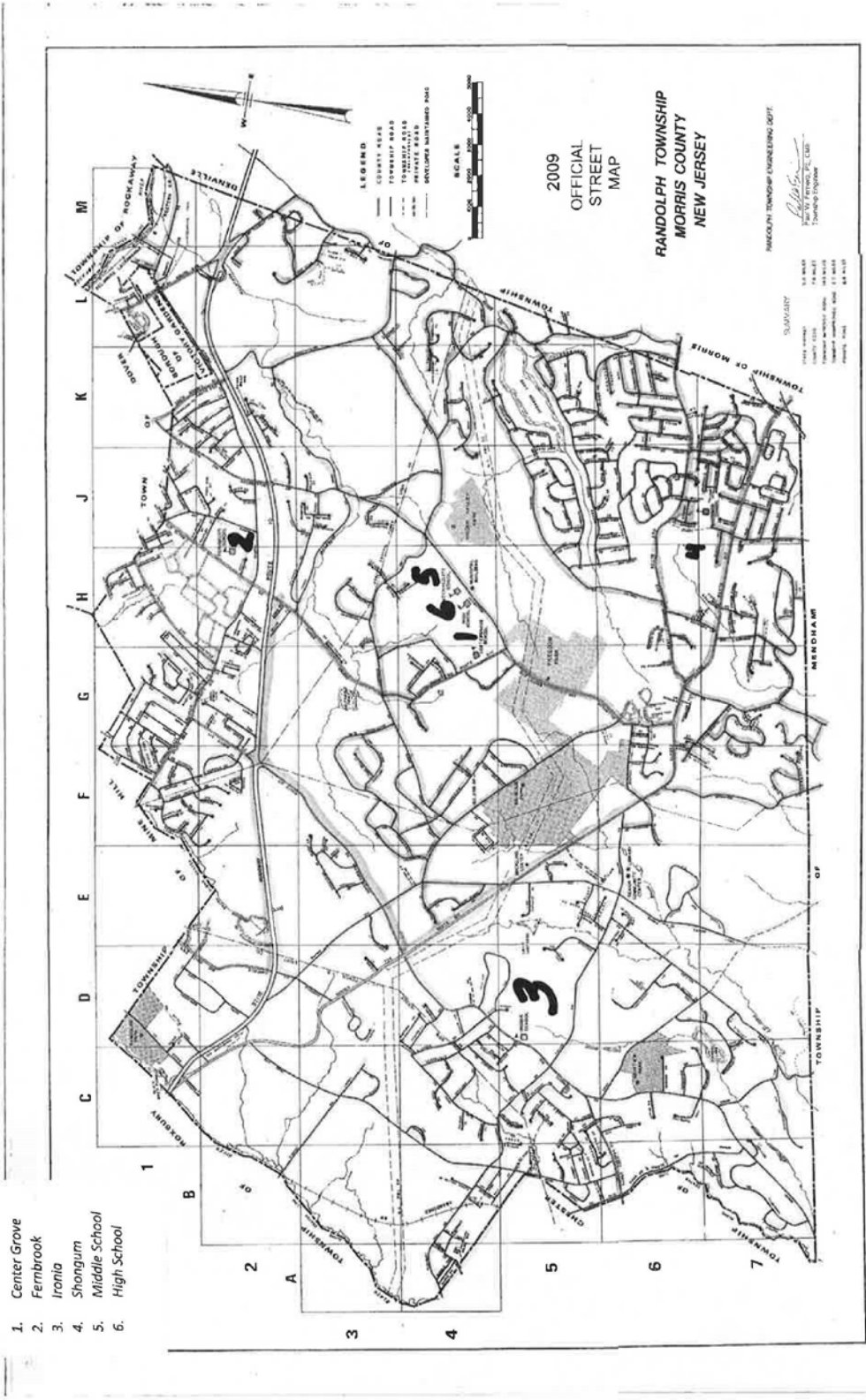
## **X. HELPFUL HINTS FOR THE SUBSTITUTE TEACHER**

- A. Be an informed substitute; know the school rules.
- B. Write directions on the board; this will be a great help in the orderly beginning of the day's work.
- C. Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable means of pupil control.
- D. Use positive rather than negative requests and suggestions.
- E. Expect respect and cooperation; be respectful of student opinions.
- F. Have a positive, enthusiastic attitude toward the assignment.
- G. Fairness and careful follow-through are invaluable in maintaining good classroom order.
- H. Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise pupils as they enter and leave the classroom. Stand at the door and meet them in a friendly manner (smile).
- I. Be organized!
- J. Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks." Be more than a "babysitter."
- K. Immediately establish your behavior expectations.
- L. Speak with the principal before contacting parents about a student's performance or behavior.
- M. Whenever possible, avoid an open clash with the student(s). Kindness and sympathy, linked with firmness, is a far better way of maintaining class control.
- N. Ask disruptive students to step outside the door so you can talk to them. This has a quieting effect on the other students.
- O. Be calm. This is particularly true when working with intermediate/middle school students. If you do lose your temper, calm down as soon as possible.
- P. Keep the students working on assignments.

## **XI. APPENDICES**

- A. Map of Randolph
- B. Accident and Fire Drill Procedures
- C. Substitute Teacher's Report
- D. Corporal Punishment Statute
- E. Substitute Teacher Evaluation Form #1
- F. Substitute Teacher Evaluation Form #2
- G. Policy No. 4121, Substitute Teachers

# MAP OF RANDOLPH



## **ACCIDENT PROCEDURE**

### **Procedure for All Students Reporting to the Nurse:**

Any student who needs to report for medical attention should have a pass issued by either a staff member or the Main Office. NO student should be sent to the Nurse without a pass.

### **Accidents:**

Do not hesitate to call for medical attention should a child fall to the ground and receive an injury. All injuries will be followed by a written report and the Nurse will forward the report to the Principal's Office.

## **FIRE DRILL PROCEDURE**

We are required by law to have two fire drills per month. In each room, the direction and location for students should be posted in the classroom. Review fire drill procedures in each classroom you report to throughout your employment with the district.

### **General Instructions:**

1. Everyone should leave the building as directed by the floor plan of the room.
2. Teachers must lead their groups out of the building.
3. Groups must remain intact, both going outside and while outside the building, so that attendance may be taken.
4. Teachers having a preparation period during a fire drill are responsible for checking hallways and lavatories when leaving the building. All faculty members are requested to leave the building.
5. There must be absolute silence during a fire drill.



## **CORPORAL PUNISHMENT**

### **New Jersey Statute 18:19-1**

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary,

1. To quell a disturbance threatening physical injury to others,
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil,
3. For the purpose of self-defense, and
4. For the protection of persons or property; and

Such acts or any of them shall not be construed to constitute corporal punishment within the meaning and intent of this section.

Every resolution, by-law, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

**SUBSTITUTE EVALUATION – Form 1**

**NOTE TO ADMINISTRATOR:** Please meet with the substitute to discuss this evaluation **before** sending forms to Human Resources.

Substitute's Name: \_\_\_\_\_

School & Grade/Subject: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Substitute TEACHER?  OR Substitute AIDE?

	Satisfactory	*Needs Improvement	*Unsatisfactory	Not Observed	*Comments (Required for "Needs Improvement" & "Unsatisfactory")
1) Effectiveness as an Aide or Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) Use of Teacher's Lesson Plan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) Class Control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) Promptness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5) Rapport with Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6) Professional Attitude	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7) Rapport with Teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you recommend that he/she continue to substitute at your school? YES  NO  (If NO, then Substitute Evaluation-Form 2 **must** be completed and attached to this form.)

Do you recommend that a second observation be conducted by another member of the administrative staff? YES  NO



Teacher: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Administrator's Signature/Date: \_\_\_\_\_

**SUBSTITUTE EVALUATION – Form 2**

August 2016/Randolph Township Schools

Please Submit in **DUPLICATE**

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED ALONG WITH A COMPLETED AND SIGNED  
“SUBSTITUTE EVALUATION – FORM 1” IN ORDER FOR A SUBSTITUTE TO BE REMOVED FROM A SCHOOL LIST.

**NOTE TO ADMINISTRATOR:**

Please meet with the substitute to discuss this evaluation **before** sending forms to Human Resources.

Substitute’s Name: \_\_\_\_\_ Date of Service: \_\_\_\_\_

School: \_\_\_\_\_ Substitute Teacher?  OR Substitute AIDE?

***PLEASE STATE BELOW THE PROBLEMS THAT HAVE BEEN OBSERVED REGARDING THIS SUBSTITUTE***

***RECOMMENDATIONS FOR IMPROVEMENT?***

Administrator’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## District Policy

### 3125.2 - EMPLOYMENT OF SUBSTITUTE TEACHERS

Section: Teaching Staff Members  
 Date Created: July 2012  
 Date Edited: September 2016

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. 6A:9B-7.4(c), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility (CE), certificate of eligibility with advanced standing (CEAS), or standard certificate issued by the New Jersey State Board of Examiners with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
  - a. CE or CEAS holders obtain a provisional certificate;
  - b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
  - c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional CE, or a CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year. The Executive County Superintendent of Schools shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. .

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position may only be filled by one or more individuals holding a substitute credential or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for no more than twenty instructional days in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;  
 18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted: 17 July 2012  
 Revised: 13 September 2016