

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

TEACHERS  
3020 Substitute Teacher  
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**JOB TITLE:** SUBSTITUTE TEACHER

**REPORTS TO:** The Principal

**SUPERVISES:** Students

## **NATURE AND SCOPE OF JOB:**

Carries out the teacher's plans, instructions, duties, and classroom routines in the absence of the teacher. Assumes responsibility for continuing the learning experiences planned by the teacher and provides supervision of assigned students in a supportive and positive classroom climate that develops in each child the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards.

## **QUALIFICATIONS:**

The Substitute Teacher shall:

1. Hold a New Jersey instructional certificate with endorsements for the position to be assigned (N.J.A.C. 6:11-4.5, 6.1, 6.2, and 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11. The certificate must be registered with the County Superintendent's Office.

OR

2. Hold a New Jersey instructional certificate with endorsement(s) outside the position to be assigned. [*This individual may NOT substitute longer than twenty consecutive days in the same position.*] The certificate must be registered with the County Superintendent's Office.

OR

3. Hold a current County Substitute Teacher Certificate, (N.J.A.C. 6:11-4.5) which requires a minimum of 60 semester hour credits completed in an accredited college. [*This individual may NOT substitute longer than twenty consecutive days in the same position.*]
4. Hold a valid driver's license with no serious violations.
5. Have immediate access to a telephone.
6. Have excellent experience in teaching or working with children unless entering teaching from an alternative certification program.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, curriculum content, and classroom management.

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9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Substitute Teacher shall be employed under the following terms:

1. Temporary employment on daily assignment on an as needed basis.
2. Approved by the Board of Education upon recommendation of the Superintendent.

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3. Salary or per diem wage as specified by the Board of Education.
4. The substitute does not accrue tenure or pension benefits.
5. The substitute cannot work in the same position for more than twenty consecutive days, unless the individual holds the required certification for the position, in which case, a compensation adjustment is made on the twenty-first consecutive day, following established Board approved guidelines.
6. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Substitute Teacher shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Receive a phone call in the evening or early morning to report for work.
4. Report to the assigned school office and review the lesson plans, schedule, procedures and responsibilities for the day.
5. Report to the assigned instructional area(s) and become familiar with exits, the room, and location of materials and equipment.
6. Follow the teacher schedule and maintain the established routines and procedures of the school and assigned classroom.
7. Organize and provide learning experiences as outlined in the lesson plans prepared by the absent teacher.
8. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
9. Consult with the Principal before initiating any teaching or learning activities not specified in the lesson plans.
10. Assume the responsibilities outlined in the Job Description of the absent teacher when a long-term substitute situation occurs (more than twenty-one consecutive days).

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11. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
12. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
13. Establish a professional rapport with students that earns their respect.
14. Provide a nurturing, supportive, and positive classroom climate.
15. Handle routine discipline situations using school-approved procedures and emphasizing student responsibility for behavior and learning.
16. Refer to the Principal any disruptions to learning and classroom climate that are beyond control of the substitute.
17. Seek assistance from neighboring teachers or the school office in answering questions about school routines or unusual situations.
18. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
19. Refer to the Principal all individuals not connected with the school who request information about a student or who request permission to take a student from the room. Notify the school office immediately. Under no circumstance should a student be released to a non-school employee without written permission of the Principal.
20. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
21. Maintain accurate attendance records. Account for all funds collected from students.
22. Leave a comprehensive report for the teacher, indicating work covered, homework assigned, discipline situations encountered, and a general report on the circumstances of the day.
23. Secure the room, closing windows and leaving the room in an orderly fashion at the end of the day.
24. Check out at the school office at the end of the daily assignment, informing the Principal of the circumstances of the day.
25. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers).

26. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
27. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
28. Notify immediately appropriate school personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
29. Operate in a safe manner electronic and other equipment needed to carry out job functions and responsibilities.
30. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
31. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
32. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

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5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## **EVALUATION**

The Principal or designee shall evaluate the Substitute Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

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Approved

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Date