Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 4121 Adopted : 12/13/1988 Revised : 10/28/2008 Reviewed : 05/06/2024

Substitute Teachers

The chief school administrator shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The board shall approve potential substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be asked from the board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching credential issued by the county superintendent, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the board on a per diem basis, and to no other benefits.

Persons employed as aides may not perform as substitutes for professional employees unless they are board-approved substitute teachers.

The chief school administrator shall recruit, screen, and recommend to the board candidates for employment as instructional substitutes. He/she shall:

A. Develop procedures for the assignment of substitutes;

B. Develop methods of evaluating substitute teachers and recommend the retention on the board's approved substitute list of those substitutes who have performed their duties satisfactorily.

Key Words

Substitute Teachers

Legal References:		
N.J.S.A.	18A:6-7.1 - -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception …
N.J.S.A.	18A:16-1.1	May appoint temporary officers and employees
N.J.S.A.	18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
N.J.S.A.	18A:27-4.1	Appointment, transfer, removal, or renewal of officers and employees; exceptions
N.J.S.A.	18A:29-16	Emergency certificates; day-by-day basis substitute
N.J.A.C.	6A:9-6.5	County substitute credential
N.J.A.C.	6A:32-6.1 et seq.	School Employee Physical Examinations

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Sayreville Education Ass'n v. Sayreville Bd. of Ed., App. Div., unreported decision (docket no. A-4899-82T2, decided April 12, 1984)

Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)

Possible Cross References:

*4111	Recruitment, selection and hiring
*4112.2	Certification
*4112.4	Employee health

*Indicates policy is included in the Critical Policy Reference Manual.