

MONROE TOWNSHIP SCHOOL DISTRICT
423 Buckelew Avenue
Monroe Township, NJ 08831
(732) 521-2111

Process for Becoming a Substitute Teacher/Paraprofessional in the Monroe Township School District

1. Submit your online application at <http://www.applitrack.com/monroe/onlineapp>.
2. Once the Department of Human Resources receives the initial employment application, it is sent to a building principal. A building administrator will contact the applicant for an interview and verify reference checks.
3. Provided the candidate receives a favorable recommendation and reference, the HR Department will contact the successful candidate to explain the additional requirements:
 - Criminal History review: <https://nj.gov/education/crimhist/>
 - How to apply for a substitute Certificate (30 credits needed)
<https://www.nj.gov/education/certification/apply/index.shtml>
 - Results of Mantoux Tuberculin Test
 - Satisfactory completion of Substitute Orientation Training

All required documentation must be submitted to the Department of Human Resources

Department of Human Resources
c/o Dorothy Domke
Monroe Township School District
423 Buckelew Avenue
Monroe Township, NJ 08831