

Policy

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 executive 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 as follows:

1. Substitutes shall not work more than twenty consecutive days in the same position, in a school during a school year, unless the substitute holds the proper certificate and endorsements to fill that position. In no case will the holder of a county certificate be eligible to work more than twenty consecutive days in the same position.
2. When hiring a substitute teacher to fill a particular position, the Board or the Chief School Administrator will whenever possible first determine whether the regular teacher is temporarily absent or has left the position vacant. If the position is vacant and a substantial period of time is left in the school year, the substitute may be offered the position full-time before or at the conclusion of twenty consecutive day period providing that the substitute has demonstrated job competence and has the appropriate certificate. The substitute shall then be recognized as a teaching staff member.

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.

Adopted: February 2001
Amended: May 19, 2009

SUBSTITUTE TEACHERS (continued)

Key Words

Substitute Teachers

Legal References: N.J.S.A. 18A:6-7.1 through -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.