

## Important Substitute Information

SubFinder Phone Number:

(855) 800-5534

**Website Address:** [www.subfinder.com](http://www.subfinder.com)

**No Show Jobs** – will not be tolerated, if you accept a job through the SubFinder system, it is your responsibility to show up for the job. NO EXCEPTIONS.

**Accepting a Late Call** – if you get a call or select a job via the internet a little later than normal, contact the school to inform them of the time you expect to arrive at their location and get there as soon as possible.

**Cancellations** – All cancellations shall be made through the SubFinder system at least 1 hour prior the start of the day, which is by 7:00am. If you call SubFinder or try to cancel via the internet after 7:00am the system will not accept the cancellation, please contact me at 908-731-4334.

There are two types of substitute positions offered through the SubFinder calling system they are: Substitute Teacher position which is paid at the rate of \$85.00 per day or, \$100.00 per day with passed PRAXIS scores or the Teacher Aide position which is paid at a rate of \$10.50 per hour.

When half day sessions are recognized in the district, all substitute teachers will be paid the ½ day rate.

**Calling Out Sick When Accepting Jobs for Numerous Days**

**Only the phone system (855-800-5534) will allow you to report an absence for these type jobs, this cannot be done on the internet.**

**Dress Code:** Neatly groomed and dressed in clothing suitable for classroom instruction. No sneakers, sandals, jeans, T-shirts, etc.

**Calling Times** – 6:00am – 12:00pm for jobs the same day  
6:00pm – 9:30pm for jobs the next day or future dates.  
(employees can report absences up to 30 days in advance)

If you have any questions or concerns please call Juliet Pringle Hunter 908-731-4334 between 7:00am – 3:00pm