

SUBSTITUTE TEACHERS – CERTIFIED STAFF

It is the goal of the District to provide continuity in the educational program by employing permanent qualified teaching staff. When a position in the District is vacant, the District shall observe the limits as provided for in law, in the employment of substitute teachers.

The Superintendent 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 certificate 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. Substitute teachers shall have complied with the state required tuberculosis examination, and any other examinations deemed necessary by the Board of Education and/or the State Department of Education. Approval as a substitute does not guarantee employment.

A person or a series of persons who hold State issued substitute certificates may not fill a vacant teaching position in any school year for more than 20 days. The Commissioner may grant an extension of up to 20 days upon written application of the School District demonstrating the District's inability to hire an appropriately certified teacher during the original 20 days.

Persons holding an instructional certificate who are working outside their area of certification and are employed as substitutes may not fill a vacant teaching position for more than 40 days.

Persons holding a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing and working outside the area of their certification may not fill a vacant teaching position for more than 20 days. The Executive County Superintendent may grant an extension of up to 20 days upon written application of the School District demonstrating the District's inability to hire an appropriately certified teacher during the original 20 days.

Persons holding a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing and working in the area of their certification may not fill a vacant teaching position for more than 60 days. The Executive County Superintendent may grant an extension upon written application of the School District demonstrating the District's inability to hire an appropriately certified teacher during the original 60 days. If such a person is employed beyond 60 days in the same position, he/she shall be compensated on a pro-rata basis consistent with the salary provided to a teacher in the district with similar credentials.

SUBSTITUTE TEACHERS (continued)

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

The Superintendent 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. Recommend the retention on the Board's approved substitute list of those substitutes who have performed their duties satisfactorily.

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 there under

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)

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

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

Key Words

Substitute Teachers

Approved: August 30, 2000

Revised: March 24, 2008, May 13, 2013