

## 3125.4 SUBSTITUTE TEACHERS

The Mendham Township Board of Education recognizes its responsibility to provide the services of substitute teachers in order to maintain the continuity of instruction in all classes. The Superintendent shall make provisions to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

Substitute teachers must have a valid New Jersey teaching certificate or a valid New Jersey substitute teaching certificate issued by the County Superintendent of Schools, or equivalent position designated by the New Jersey Department of Education. In addition, all district and State requirements must be completed and reviewed prior to attaining certification and starting in this role:

1. Contact Human Resources Coordinator for substitute package;
2. Submit a completed application, three letters of reference, and official transcripts;
3. Fingerprinting process;
4. Mantoux test;
5. Oath of Allegiance;
6. Employment Eligibility Verification;
7. Completion of W-4 Form;
8. Staff Emergency Form;
9. Substitute Availability Form;
10. Notification of criminal background clearance;
11. Interview with a district administrator;
12. Money order for processing and certificate issuance;
13. Paperwork sent to Morris County Superintendent's Office for issuance of certificate;



14. Board of Education Approval upon receipt of certificate.

## Responsibilities and Compensation

Substitutes shall be called for daily assignments based on an approved "availability" list designed directly from each substitute's input form. Preference will be given to fully certified teachers on the list and input from classroom teachers and Principals.

Substitutes will participate in an annual training session detailing building procedures, emergency plans, critical pupil health and learning needs, classroom management strategies, and instructional implementation of lesson plans.

The substitute teacher is expected to follow the daily plan provided by the regular teacher. The services of a substitute teacher may not be limited to the instructional periods designated in the regular teacher's schedule. Substitutes may be assigned to duties or coverage as deemed necessary by the administration, consistent with the workday schedule of a regular teacher in each respective building, rather than school hours. Teacher work hours will be communicated with all substitutes. The substitute will be guaranteed a lunch period consistent with each building's schedule.

Persons employed as instructional aides in the district may not perform as substitutes for professional employees unless they possess the credentials and are Board approved in a dual capacity.

In order to retain well-qualified substitutes for service in this district, the Board of Education will offer competitive compensation. Substitutes shall be paid on a per diem basis and in accordance with rates and scale established by the Board of Education annually. Substitute teachers shall be entitled only to the per diem wages approved by the Board of Education and to no other benefits.

## Long-Term Leave Replacement Substitutes

Long-term leave replacement substitutes fall into the following two categories:

The first category (Category A) refers to the substitute who has been hired to replace a teacher for a previously Board approved long term leave. For the purpose of this policy, a Category A long term leave assignment shall be defined as sixty or more consecutive work days known and approved in advance of the absence. In order to fairly compensate Category A long term leave substitutes, the Superintendent shall place the substitute on the teachers salary guide, giving one year of experience for every two years of teaching in a public school setting. Collegiate and graduate level degrees will be included in the



determination of salary and placement on the guide. Category A long term leave substitutes may be assigned to one additional hour of work per day at the discretion of the administration or if the need arises. This time, either assigned during the school day, in the morning or after school or a combination of both may be used for but not limited to remedial support, intervention programs, or enrichment.

The second category (Category B) is the instance in which a substitute is either called to substitute for a regular teacher and due to unforeseen circumstances, per diem employment becomes consecutive, or is hired to fill a previously Board approved leave of less than sixty days duration. In this instance, a substitute will be paid at the Board's annual substitute per diem rate for the first twenty days of consecutive employment. Beginning on day twenty-one, the substitute's per diem rate will double only for that particular assignment and for the days worked. If at any time during the assignment, the substitute teacher is absent for more than two consecutive days, the regular per diem rate will be reinstituted until the accumulation of days once again reaches twenty. If a Category B long term leave replacement substitute reaches sixty consecutive days of employment for the same assignment, they will be retroactively afforded the same monetary compensation as Category A long term leave replacement substitutes. At that time, the extended workday provision, as described in the Category A description will be activated on an as needed basis. Although the health benefits provision will not apply, if the days worked ultimately reach eight months or longer, this substitute will receive the \$500.00 opt-out incentive along with their final check.

Single coverage health benefits in the district's Direct Access or equivalent plan will be offered to Category A long term leave replacement substitutes upon an eight month or longer contract only. Category A long term leave replacement substitutes, eligible for specified health benefits, may opt out of this benefit and receive a \$500.00 opt-out incentive, paid in one installment.

## School Nurse Substitutes

School nurse substitutes will complete the same district and State requirements in order to be employed in this capacity in the MendhamTownshipSchool District. In order to retain well-qualified substitute nurses for service in this district, the Board of Education will offer competitive compensation. Substitute nurses shall be paid on a per diem basis and in accordance with rates and scale established for this position by the Board of Education annually. Substitute nurses shall be entitled only to the per diem wages approved by the Board of Education and to no other benefits.

## Responsibilities of the Superintendent



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SUBSTITUTE TEACHERS

The recruiting, screening, recommending, and evaluating of substitute teachers is the responsibility of the Superintendent. He/she shall:

- A. Develop procedures for the training and 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.

Adopted: 26 November 2013

