



SUBSTITUTE TEACHER

QUALIFICATIONS:

1. Valid New Jersey Substitute Teacher Instructional Certificate.
2. Ability to maintain a positive learning environment.
3. Strong interpersonal and communication skills.
4. Ability to follow lesson plans, left by the permanent teacher.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. All applicants must meet NJ residency requirements as per the “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Principal

JOB GOAL:

1. To manage a classroom in the absence of the regular teacher.
2. To deliver lesson presentations in a way that is age-appropriate for the class.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the main office upon arrival at school.
2. Checks for messages or materials requiring immediate attention.
3. Requests clarification of school rules and procedures, if necessary.
4. Arrives in the classroom on schedule to greet students and remains in the assigned classroom to effectively supervise students.
5. Maintains discipline and classroom control to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
6. Maintains the established routines and procedures of the school and classroom to which they are assigned.
7. Delivers lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
8. Budgets class time effectively.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.



10. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.
11. Follows the schedule during the school day and remains in the assigned classroom until all students have been dismissed for the day.
12. Checks out with authorized personnel prior to leaving at the end of the day.
13. Determines if their services will be required for the next school day, following the district protocol for making substitute teacher assignments.
14. Maintains and respects the confidentiality of student and school personnel information.
15. Cooperates with other professional staff members.
16. Maintains records of students' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
17. Collects and places students' papers in an appropriate location.
18. Returns instructional materials, equipment and keys to the proper place.
19. Upholds and enforces school rules, administrative regulations and board policy.
20. Models non-discriminatory practices in all areas.
21. Performs other duties within the scope of his/her employment and certification as may be assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision:(which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: moderate to heavy lifting, pushing, pulling or carrying is occasionally required; to lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors; may require working in somewhat disagreeable



Township of Union Public Schools

Job Description

condition requiring occasional exposure to safety hazards and noise when reviewing the work of contractors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: