

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

**TITLE:**                    **SUBSTITUTE TEACHER**

**QUALIFICATIONS:**    **1. Minimum 60 credits of college-level coursework**  
**2. NJ DOE Substitute Credential**  
**3. Good oral and written communication skills**  
**4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.**

**REPORTS TO:**            **Principal**

**JOB GOAL:**             **To provide instructional assistance to students in the absence of the regular classroom teacher.**

**PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Report to the main office to sign in and obtain any instructions or other information needed to carry out the day's activities.
3. Become familiar with the guidelines and procedures used in the school.
4. Carry out the work of the regular teacher; therefore, you must spend the entire time working with students.
5. Perform all duties of the regular teacher unless released from same by the principal. The principal may also designate other duties as needed during the school day.
6. Remain in the classroom at all times to provide supervision to the students.
7. Remain in the building throughout the school day, unless clearance has been obtained from the principal or the assignment is for a half-day.

8. Use the lesson plans provided by the absent teacher to ensure continuity of instruction. If lesson plans are not available, contact the principal, and/or another grade-level or department teacher.
9. Treat all students in a fair, respectful, and professional manner.
10. Maintain notes for the regular teacher about the day that include information about discipline issues, lesson plans, etc.
11. Contact the principal or other administrator for assistance if unable to handle any discipline problems.
12. Assume responsibility for any classroom equipment and materials.
13. Maintain confidentiality about student's grades and any special needs or disabilities.
14. Perform other duties assigned by the superintendent of schools, principal, or required by law, code, regulation, and/or Board policy.

**TERMS OF**

**EMPLOYMENT:** Salary and work year as defined by contract and by the board of education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_