

SUBSTITUTE TEACHERS

The Holmdel Township Board of Education recognizes its responsibility to enlist the services of substitute teachers in order to ensure the continuity of the instructional program during the absence of regular personnel.

The Board shall approve annually the names of potential substitute personnel and may add additional names to the list of substitute teachers during the school year. Professional substitutes must:

- A. Possess a standard New Jersey teaching certificate, a New Jersey Certificate of Eligibility with Advanced Standing, or a substitute teaching certificate issued by the Monmouth County Superintendent of Schools;
- B. Have completed four years of college and earned a college degree; and
- C. Comply with all requirements established by the legislature or the State Board of Education as prerequisite to such employment.

Any substitute teacher shall be entitled to the wages approved by the Board on a per diem basis, to a special bonus for working a designated number of days during the month, and to no other benefits.

Persons employed as aides may not perform as substitutes for professional employees except on an emergency basis or unless they are Board-approved substitute teachers.

The Superintendent shall supervise recruitment and screening, of substitute personnel and recommend to the Board candidates for substitute employment. He/she shall:

- A. Develop procedures for the assignment of substitutes;
- B. Develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list those substitutes who have performed their duties satisfactorily; and
- C. Prepare a written statement for distribution to all approved substitutes informing them of the pay rate, status as employees, schedule of work and such other matters as will enable each to perform his/her duties to the best of his/her ability.



SUBSTITUTE TEACHERS

File Code: 4121

The Board requires that qualified individuals must participate annually in a district-provided orientation program in order to remain eligible to substitute in the Holmdel Township Public Schools. The Board directs the Superintendent to design this orientation program so as to include information about the requirements and responsibilities of a substitute teacher, the evaluation system for substitute personnel, the expectations held by the Board and Administration for its substitute teachers and other relevant information.

The employment of substitute teachers prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Retroactive approval will be recommended to the Board at the next regular meeting.

The Superintendent or his/her designee shall attempt to engage one substitute for the full period of absence of one teacher, and call back a substitute to serve in a classroom in which he/she has already performed successfully during the same term when possible.

This policy shall go into effect immediately upon its adoption by the Holmdel Township Board of Education.

SOURCE: Regular Board Meeting

DATE: August 17, 1994

REVISED:

Legal References:	<u>N.J.S.A.</u>	18A:6-7.1 through -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment . . .
	<u>N.J.S.A.</u>	18A:16-1.1	May appoint temporary officers and employees
	<u>N.J.S.A.</u>	18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u>	18A:29-16	Emergency certificates; day-by-day basis substitute
	<u>N.J.A.C.</u>	6:8-3.3(a)	Staffing
	<u>N.J.A.C.</u>	6:11-4.5	County substitute certificate
	<u>N.J.A.C.</u>	6:29-2.3	Testing for tuberculosis infection
	<u>N.J.A.C.</u>	6:29-7	School employee physical examinations

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Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Sayreville Education Association v. Sayreville Board of Education, Docket #A-489-82T2, (decided April 4, 1984)

Possible

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

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