

**SOUTH BERGEN JOINTURE COMMISSION  
JOB DESCRIPTION**

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**TITLE:** LONG TERM SUBSTITUTE TEACHER

**QUALIFICATIONS:**

1. Possession of a New Jersey certification(s) in an appropriate instructional area. Hold or is eligible for NJDOE Teacher of the Handicapped certificate, or for the NJDOE Teacher of Students with Disabilities Certificate and appropriate NJDOE regular education Elementary and/or subject area certificate; or county issued Substitute Teacher certification.
2. Evidence of successful teaching potential as demonstrated in student teaching or prior experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal, Director, Supervisor, other personnel designated by the Superintendent or the Board of Education.

**SUPERVISES:** Students, teacher aides, and other personnel assigned by Supervisor, Director or Principal

**JOB GOAL:** To maintain the instruction and growth of students as effectively and completely as possible in the absence of a permanent teacher.,

To instruct assigned students in designated subject matter area(s) in accordance with the IEP of each student, the district philosophy and the approved course of study.

**PERFORMANCE RESPONSIBILITIES:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Prepares for the classes/days assigned and shows written evidence of preparation in the form of lesson plans.
3. Prepares for the additional classes assigned to another substitute, and shows written evidence of preparation in the form of lesson plans at a rate to be determined by the administration (\$60 per prep; not to exceed 1 prep per day.).
4. Follows the program of study that reflects the individual needs, interests, and abilities of each student.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.
6. Shares all pertinent data with the child study team and other participants in IEP or other meetings. Prepares all reports as requested by the child study team or district representatives.

**JOB DESCRIPTION:**  
**LONG TERM SUBSTITUTE TEACHER** (continued)

7. Guides the learning process toward the achievement of district and curriculum goals.
8. Employs instructional methods and materials that are appropriate for meeting state objectives.
9. Monitors and assesses the progress of students on a regular basis and communicates progress through established grade reporting procedures at a rate to be determined by the administration. (not to exceed 1 prep per day)
10. Meets with colleagues, students, and/or parents as needed/appropriate.
11. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Implements all school and district-wide rules and regulations and Board policies.
14. Performs such other duties and assumes such other responsibilities as the administrator or supervisor may from time to time assign.
15. Complies with all requirements of state and federal code and laws.

**TERMS OF EMPLOYMENT:** Determined as needed  
Per Diem at rates established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

**ADOPTED BY THE BOARD OF EDUCATION:**

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**Michael Kuchar, Ph.D.**  
Superintendent