

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS:

1. A standard New Jersey teaching certificate, or a substitute teacher's certificate issued by the County Superintendent.
2. Successful experience as a classroom teacher.
3. Demonstration of familiarity with school, philosophy, program and policies.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and/or Director/Supervisor, teacher when on assignment;

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal upon arrival 15 minutes before the official school opening and 15 minutes following dismissal.
2. Reviews with the principal or director/supervisor all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
4. Teaches the lessons outlined and described as prepared by the absent teacher.
5. Assumes responsibility for overseeing pupil behavior and safety at all times students are in his/her charge.
6. Writes a brief report about work completed at the end of each teaching day.
7. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Per Diem – at rates currently established 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 Professional Personnel.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent