
SUBSTITUTE TEACHERS

The chief school administrator shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The board shall approve potential substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be asked from the board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the county Chief School Administrator, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the board on a per diem basis, and to no other benefits.

Persons acting as day-to-day substitutes are expected to provide for the instructional needs of the pupils and shall meet the qualifications required by school law in New Jersey. They shall be approved by the board upon recommendation of the chief school administrator prior to their being given a substitute assignment. If substitutes work less than four hours, they shall be granted one-half day=s salary. Full salary will be granted for any time at and beyond four hours of in-school duty.

Persons employed as aides may not perform as substitutes for professional employees unless they are board-approved substitute teachers.

The chief school administrator/designee shall recruit, screen and recommend to the board candidates for employment as instructional substitutes. 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 of those substitutes who have performed their duties satisfactorily.

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When a fully certified professional replaces a staff member for less than a complete school year (unless a resignation is involved), the replacement shall receive substitute pay according to the following:

- a. The holder of the county substitute credential may serve for no more than 20 consecutive days in the same position in one school district during the school year. Holders of a CE (Certificate of Eligibility) or CEAS (Certificate of Eligibility with Advanced Standing) issued by the Board of Examiners may serve as a substitute teacher in areas authorized by their credentials for a period of 60 instructional days. Holders of a CE or CEAS are not required to have a county substitute credential for this service. Holders of a standard New Jersey instructional certificate may serve as a substitute teacher in areas outside the scope of their endorsements for a period of 30 instructional days. Holders of standard certificates are not required to have a county substitute credential for this service. This does not apply to the holder of a standard certificate with a vocational-technical endorsement.
 - b. 1/200 of the amount of the first step (B-1) of the teacher=s salary guide daily thereafter;
 - c. No benefits, except for pro-rated sick days for long-term substitutes.
- C. When a fully certified person is employed to replace a staff member on leave of absence for an entire school year, the replacement shall be given a regular contract (entry level negotiated) and all benefits.

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Legal References: See Appendix

Cross References: Substitute Teachers