

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

**QUALIFICATIONS:**        New Jersey Teaching Certificate or New Jersey Substitute Certification.

**REPORTS TO:**            Superintendent of Schools, Principal and Vice Principal

**TERMS:**                Per Day

**RESPONSIBILITIES INCLUDE:**

1.        Signing in at the school office each time reporting for duty.
2.        Investigating emergency procedures before the day begins.
3.        Reading carefully the information in the handbook prepared specifically for substitutes by the classroom teacher.
4.        Following as closely as possible the plans left by the regular teacher.
5.        Completing follow-up activity and management duties such as correcting papers, reporting mishaps to the office, and completing various reports which would have fallen the duty of the regular teacher had they been present.
6.        Assuming any and all duties assigned to the regular teacher on that day.
7.        Writing a brief summary of what was done during the day, including any information the teacher should know.
8.        Performing such duties as may be assigned by the Superintendent and Principal.