

Brick Township Board of Education District Policy

**Instructional Personnel
Substitute Teachers**

**Series 4000
Policy 4121**

Date Adopted: April 18, 1983

Date Revised: June 2, 1988, October 7, 1999, April 24, 2014

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The Superintendent of Schools 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 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 requested from the Board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the Executive County Superintendent, and preferably hold a post secondary degree.

A substitute teacher who holds valid teaching certification credentials or a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners may be employed to teach subjects authorized by their credentials for up to 60 school days.

In the event that one person is employed by this district as a substitute teacher under the same teaching assignment for more than 60 days, he/she shall be compensated at the same rate as a teacher with similar credentials on a pro-rated basis.

A substitute teacher who holds valid teaching certification credentials or a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners may be employed to teach subjects not authorized by his/her credentials for up to 40 school days.

A substitute teacher who holds a standard substitute teaching certificate may be hired for up to 20 consecutive school days under the same teaching assignment.

The Executive County Superintendent may grant an extension of these limits upon written application from Superintendent of Schools, demonstrating the districts inability to hire an appropriately certified teacher for the vacant position within the original school day time limits.

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The Superintendent of Schools may apply in writing to the Executive County Superintendent for an extension of the original school day time limits written application from this district, demonstrating the districts inability to hire an appropriately certified teacher for the vacant position within the original school day time limits.

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

The Superintendent of Schools shall recruit, screen and recommend to the Board candidates for employment as instructional substitutes. He/she shall:

1. Develop procedures for the assignment of substitutes;
2. Develop methods of evaluating substitute teachers and make recommendations to the Board for the retention of substitutes who have performed their duties satisfactorily. Upon approval by the Board, these substitutes will be added to the list of substitutes who will be employed in the school.

Legal References

NJSA 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:16-1.1 May appoint temporary officers and employees
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:29-16 Emergency certificates; day-by-day basis substitute

NJAC 6A:9-6.5 County substitute credential
6A:32-6.1 et seq. School Employee Physical Examinations

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986
Sayreville Education Ass'n v. Sayreville Bd. of Ed., App. Div., unreported decision (docket no. A-4899-82T2, decided April 12, 1984)
Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)