

## **Job Description**

### **BOARD OF EDUCATION DENVERVILLE**

TITLE: Permanent Substitute Teacher/Staff Member

#### **QUALIFICATIONS:**

- Valid New Jersey Instructional Certificate or County Substitute Certificate.
- Ability to maintain a positive learning environment.
- Strong interpersonal and communication skills, including the effective use of technology in the classroom.
- A substitute teacher is responsible for enabling children to pursue their education as smoothly and completely as possible in the absence of his/her regular teacher.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms. The permanent substitute may be assigned to cover staff members other than teachers.

#### **PERFORMANCE RESPONSIBILITIES:**

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher when available. When plans are not available the substitute teacher will work with the administration and other certificated staff members to create meaningful lessons as prescribed by the approved curriculum guides.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom.

- Takes attendance in accordance with school procedures.
- May perform duties usually required of absent teachers such as lunchroom duty, hall monitoring, etc.
- Knows emergency procedures for the school and classroom.
- In the event that a substitute is assigned to a multi-day position it is expected that the substitute carry out all functions of the absent teacher under the direction of the school administration.
- Maintains confidentiality of all information concerning students, staff, or parent/guardian
- Performs other related duties as directed by principal
- When assigned to a school without an absent staff member, the substitute will perform other duties as assigned by the principal.

TERMS OF

EMPLOYMENT: Salary determined by the Board of Education and schedule on an as needed basis.

EVALUATION: Performance of this job will be evaluated as per board policy and state law.

APPROVED: 25 April 2022