
TITLE: **SUBSTITUTE TEACHER**

REPORTS TO: Principal

QUALIFICATIONS: A State of New Jersey teacher's certificate or substitute teacher's certificate obtained from the County Superintendent of Schools.

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.
2. Review with the Principal, unit chairman, or department head all plans and schedules to be following during the teaching day.
3. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
4. Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher.
5. Checks with the office at the conclusion of the teaching day and verifies whether or not his/her services will be required on the next teaching day.
6. Performs other duties as delegated by the Principal.

APPROVED: August 3, 2004