



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** SUBSTITUTE TEACHER

**QUALIFICATIONS:**

1. Bachelor's Degree preferred or a minimum of 60 credit hours from an accredited college or university.
2. New Jersey lifetime (Standard, Regular, Permanent) Teacher's Certificate, New Jersey Certificate of Eligibility with Advanced Standing or New Jersey Certificate of Eligibility, and/or county Substitute Certificate.
3. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To enable children to pursue their education as smoothly and completely as possible in the absence of the regular teacher.

**PERFORMANCE RESPONSIBILITIES:**

**A. Major Responsibilities:**

1. Instruction
2. Student Management
3. Professional Development
4. School/Community Relations

**B. Performance Duties:**

1. Instruction:
  - a. Reviews with the principal, supervisor and/or designated teacher the plans and schedule to be followed during the teaching day.
  - b. Teaches the lessons prepared by the absent teacher.
  - c. Reports in writing, on the form provided, the day's activities at conclusion of each day and provides other feedback as requested by the building principal.
  - d. Follows all district policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

- e. Consults, as appropriate, with the building principal and/or supervisor before initiating any lesson or other procedure not specified in the teacher's plan.
2. Student Management:
    - a. Maintains as fully as possible the established routines and procedures of the school and classrooms to which he/she is assigned.
    - b. Assumes responsibility for overseeing pupil behavior in class and at other times during the school day as requested.
    - c. Maintains appropriate student behavior at all times throughout the school day for assigned students.
  3. Professional Development:
    - a. Keeps informed about current educational trends and new methods in education, remaining always alert to possibilities inherent in such information for adaptation to the particular needs of instruction.
  4. Attends annual substitute orientation programs
  5. Utilizes the practices and procedures in the Substitute Teachers' Handbook distributed annually.
  6. School/Community Relations
    - a. Maintains good relations with the faculty and staff of the district.
    - b. Treats information about students and staff with utmost confidence.

**DATE APPROVED:** September 29, 2008