

**RANDOLPH TOWNSHIP
SCHOOLS
Randolph, New Jersey**



**HANDBOOK
FOR
SUBSTITUTE TEACHERS**

Revised: July 2017

ACCIDENT PROCEDURE

Procedure for All Students Reporting to the Nurse:

Any student who needs to report for medical attention should have a pass issued by either a staff member or the Main Office. NO student should be sent to the Nurse without a pass.

Accidents:

Do not hesitate to call for medical attention should a child fall to the ground and receive an injury. All injuries will be followed by a written report and the Nurse will forward the report to the Principal's Office.

FIRE DRILL PROCEDURE

We are required by law to have two fire drills per month. In each room, the direction and location for students should be posted in the classroom. Review fire drill procedures in each classroom you report to throughout your employment with the district.

General Instructions:

1. Everyone should leave the building as directed by the floor plan of the room.
2. Teachers must lead their groups out of the building.
3. Groups must remain intact, both going outside and while outside the building, so that attendance may be taken.
4. Teachers having a preparation period during a fire drill are responsible for checking hallways and lavatories when leaving the building. All faculty members are requested to leave the building.
5. There must be absolute silence during a fire drill.

CORPORAL PUNISHMENT

New Jersey Statute 18:19-1

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary,

1. To quell a disturbance threatening physical injury to others,
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil,
3. For the purpose of self-defense, and
4. For the protection of persons or property; and

Such acts or any of them shall not be construed to constitute corporal punishment within the meaning and intent of this section.

Every resolution, by-law, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

SUBSTITUTE EVALUATION – Form 1

NOTE TO ADMINISTRATOR: Please meet with the substitute to discuss this evaluation **before** sending forms to Human Resources.

Substitute's Name: _____

School & Grade/Subject: _____

Date of Service: _____

Substitute TEACHER? OR Substitute AIDE?

	Satisfactory	*Needs Improvement	*Unsatisfactory	Not Observed	*Comments (Required for "Needs Improvement" & "Unsatisfactory")
1) Effectiveness as an Aide or Instructor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) Use of Teacher's Lesson Plan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) Class Control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) Promptness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5) Rapport with Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6) Professional Attitude	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7) Rapport with Teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you recommend that he/she continue to substitute at your school? YES NO (If NO, then Substitute Evaluation-Form 2 **must** be completed and attached to this form.)

Do you recommend that a second observation be conducted by another member of the administrative staff? YES NO



Teacher: _____ Evaluator: _____ Administrator's Signature/Date: _____

SUBSTITUTE EVALUATION – Form 2

August 2016/Randolph Township Schools

Please Submit in DUPLICATE

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED ALONG WITH A COMPLETED AND SIGNED “SUBSTITUTE EVALUATION – FORM 1” IN ORDER FOR A SUBSTITUTE TO BE REMOVED FROM A SCHOOL LIST.

NOTE TO ADMINISTRATOR:

Please meet with the substitute to discuss this evaluation **before** sending forms to Human Resources.

Substitute’s Name: _____ Date of Service: _____

School: _____ Substitute Teacher? OR Substitute AIDE?

PLEASE STATE BELOW THE PROBLEMS THAT HAVE BEEN OBSERVED REGARDING THIS SUBSTITUTE

RECOMMENDATIONS FOR IMPROVEMENT?

Administrator’s Signature: _____

Date: _____

District Policy

3125.2- EMPLOYMENT OF SUBSTITUTE TEACHERS

Section: Teaching Staff Members

Date Created: July, 2012

Date Edited: July, 2012

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9-6.5. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding sixty school days. The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this provision is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A16-1.1c., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding twenty school days. The Executive County Superintendent of Schools may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a., a vacant teaching position shall not be filled in any school year by one or more individuals holding a substitute credential issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for a total amount of time exceeding twenty school days. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.;

18A:16-1.1a.; 18A:16-1.1b.;

18A:16-1.1c.; 18A:16-1.1d.

Adopted: 17 July 2012