

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4121

SUBSTITUTE TEACHERS

The superintendent 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 potential substitute personnel and the positions in which they 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 asked from the board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the county superintendent, and preferably hold a degree.

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

Persons employed as aides may not perform as substitutes for professional employees unless they are board approved substitute teachers.

The superintendent or designee shall:

- a. Recruit, and screen candidates for the superintendent to recommend to the board for employment as instructional substitutes;
- b. Develop procedures for the assignment of substitutes;
- c. Develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list of those substitutes who have performed their duties satisfactorily.

<i>Legal References:</i>	<i>N.J.S.A. 18A:6-7.1 through -7.5</i>	<i>Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment</i>
	<i>N.J.S.A. 18A:16-1.1</i>	<i>May appoint temporary officers and employees</i>
	<i>N.J.S.A. 18A:27-4</i>	<i>Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder</i>
	<i>N.J.S.A. 18A:29-16</i>	<i>Emergency certificates; day-by-day basis substitute</i>
	<i>N.J.A.C. 6:11-4.5</i>	<i>County substitute certificate</i>
	<i>N.J.A.C. 6:29-2.3</i>	<i>Testing for tuberculosis infection</i>
	<i>N.J.A.C. 6:29-7.1 et seq.</i>	<i>School employee physical examinations</i>
	<i>U.S.C.A. 1100 et seq. -</i>	<i>Immigration Reform and Control Act of 1986</i>
	<i>Sayreville Education Ass'n v. Sayreville Bd. of Ed., App. Div., unreported decision (docket no. A-4899-82T2, decided April 12, 1984)</i>	
	<i>Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)</i>	

Adopted: 9/23/74

Amended: 2/21/77, 1/21/77, 6/18/79, 7/21/80, 1/17/83, 12/17/84, 6/24/85, 2/23/87, 3/21/88, 9/19/88, 6/18/90, 10/15/90, 11/19/90, 5/23/00