



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Substitute Teacher
Department: Assigned School
Reports To: Principal of Assigned School and/or Director of Human Resources
Salary Guide: Board Approved Hourly Rate Chart
Prepared Date: 19 October 2021

Position Summary: Provide instructional continuity in the absence of the regular classroom teacher by delivering lesson presentations in a way that is age appropriate for the class.

Qualifications: New Jersey Substitute Teacher endorsement or NJ Instructional Certificate
Successful Criminal History Clearance
Proof of U.S. Citizenship or appropriate employment authorization
Ability to maintain a positive learning environment
Strong interpersonal and communication skills

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working with students, school personnel, parents and others:

- Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned. Maintain classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
- Deliver lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
- Manage class time effectively.
- Promote positive student well-being.
- Ensure the adequate supervision to assure health, welfare, and safety of all students.
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.
- Follow the schedule during the school day and remain in the assigned classroom until all students have been dismissed for the day.
- Follow all policies, rules and procedures.
- Complete required documentation prior to the end of the assignment and check out with authorized personnel prior to leaving at the end of the day.
- Maintain and respect the confidentiality of student and school personnel information.
- Cooperate with other professional staff members.
- Return instructional materials, equipment and keys to the proper place.

- Perform other duties within the scope of his/her employment and certification as may be assigned.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands include: occasional bending, pushing, and moving; lifting of objects with a strength factor of light work; dexterity of hands and fingers to operate a variety of standard office equipment; clarity of vision at varying distances to monitor student's behavior during classroom activities; verbal, auditory, and written capabilities to effectively communicate in an articulate manner; stooping, kneeling, lifting and standing for extended periods of time; and demonstrated ability to supervise, evacuate and keep up with students, particularly in emergencies.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

At- will employment. Assignments can be accessed by substitutes through the district's Absence Management software program.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 10/20/2021

Certified by: CJ Comella
Director of Human Resources

