

R 3125.1 SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Introduction

The Board recognizes its responsibility to obtain the services of substitutes to prevent undue interruptions of instructional activities during the absence of regular professional personnel. To provide for this contingency, the Board has contracted the services of Source4Teachers, an independent contractor specializing in recruitment and staffing services for professional substitute teachers.

Certification

Substitute teachers must hold an appropriate New Jersey Teaching Certificate or a Substitute Teacher Certificate issued by the County Office of Education and shall have submitted all required documentation to **the independent contractor** Source4Teachers. Persons employed as aides or persons serving as student teachers may not perform as substitutes for professional employees unless they meet these certification requirements. **The independent contractor** Source4Teachers will abide by all state statutes regarding certification and criminal history background statutes.

Temporary Employment-Substitute Teachers

Substitute teachers are to work temporarily on a day-to-day basis in the place of an absent teacher. Any such substitute employee shall be entitled only to the per diem wages as offered by **the independent contractor** Source4Teachers.

Answering Service

Annually, the District shall contract with an employee or an answering service, to act as the liaison for the District and independent contractor ~~(Source4Teachers)~~.

Evaluation and Due Process

Building Principals shall evaluate the performance of substitute teachers or cause their performance to be evaluated by the other administrators or supervisors. The evaluations may be based upon classroom observations and the degree to which the regular classroom teacher's plans and instructions have been followed. A Principal may request removal of a substitute teacher from the list of satisfactory substitutes to serve a given school upon presentation of appropriate documentation to the Superintendent and **the independent contractor** Source4Teachers.



REGULATION

BLACK HORSE PIKE REGIONAL BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3125.1/Page 2 of 3

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Superintendent may suspend a substitute from further service pending a recommendation to the Board and **the independent contractor** ~~Source4Teachers~~ to terminate the services of that substitute. Annual evaluation reports on substitute teachers shall be filed with the Assistant Superintendent by Principals on or before May 30 of each school year.

Compensation

Substitute professional personnel shall be compensated on a per diem basis in accordance to the agreement between the substitute teacher and **the independent contractor** ~~Source4Teachers~~.

Work Day

A substitute teacher is expected to work all phases of the absent teacher's schedule including duty periods. Although the maximum pupil contact time for teachers normally is six periods, each substitute teacher may be required to serve seven periods, at the discretion of the Principal.

In general, all full-period assignments are considered to be pupil contact periods. Examples might include, but not be limited to, hall monitoring, study hall supervision, cafeteria supervision, telephone squad, detention or suspension room supervision, attendance office assignments (clerical and other) and any class period.

In cases where the absent teacher has fewer than six pupil contact periods, or in cases where a school administrator has reason to alter a schedule, the substitute teacher can be assigned classes or other assignments for a teacher other than the absent teacher for whom the substitute is serving.

Adopted: 20 December 1978

Revised: 22 August 2000

Revised: 17 February 2005

Revised: 21 August 2008

Revised: 9 April 2009

1st Reading 25 August 2016

2nd Reading 22 September 2016



REGULATION

BLACK HORSE PIKE REGIONAL
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3125.1/Page 3 of 3
SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

