

3125.1 - Substitute Teachers

The Board will employ substitutes for absent teachers in order to insure continuity in the instructional program and will annually approve a list of substitutes and the positions in which each is permitted to serve, and may approve additional substitutes during the school year.

The Superintendent may select substitutes from the list approved by the Board to serve in the place of an absent teacher who retains an entitlement to a regular position. The Superintendent may employ, subject to ratification by the Board at its next meeting, substitutes who have not received the prior approval of the Board when no approval substitute is available.

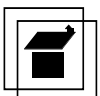
Preference will be given to substitutes who are fully certified in the area for which they are engaged. A substitute who holds a county substitute certificate or a regular certificate without appropriate endorsements shall serve no more than twenty consecutive days in the same position.

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

Substitute teachers in all schools will be paid the amount per diem as determined, from time to time, by the Board of Education. The compensation for a full morning or full afternoon session (1/2 day) will be half of the per diem rate. The compensation for a day that is a lengthened single session will be the full per diem rate.

A substitute who teaches for twenty consecutive school days in the same position will be paid at a per diem rate of 1/200 of the first step on Column Four of the Teachers' Salary Guide for that school year. This rate will be retroactive to the first day when the period of substitution started. The Building Principal is to send the appropriate "Substitute Pay" form in duplicate to the Human Resources Department to certify the change in compensation.

A substitute who teaches continuously in the same position for any five month period or more in a given school year will be paid for the full period retroactively at such substitute's placement (Column and Step) on the Teachers' Salary Guide for that school year. The Building Principal is to send a memorandum to the



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Human Resources Department certifying that the change in compensation is in order.

A long term substitute teacher will be employed under contract in order to insure continuity of instructional services and will be compensated at the appropriate experience and education step of the salary guide from the first day of service in that position. Any such contract offered will clearly state that employment is as substitute for a regular teaching staff.

Service as a substitute will not count toward the accrual of tenure or seniority
Adopted: 8 September 1998

