

SUMMIT PUBLIC SCHOOLS

SUBSTITUTE TEACHER AND TEACHER AIDE HANDBOOK

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Revised 10/14

WELCOME

We are pleased that you have agreed to substitute for staff members when it becomes necessary for them to be absent. You have accepted an important assignment in the educational program of the Summit Public Schools. It is your responsibility to provide continuity to the regular planned program. This is indeed a challenging objective.

We hope this book will be of some assistance in helping you accomplish this. If there are other details you need to know, or if you have suggestions for improving this handbook, we welcome your inquiries and comments by contacting the human resources secretary (Valerie Bampe) at 908-918-2100, ext. 3208.

QUALIFICATIONS

A substitute teacher must hold a standard teaching certificate or certificate of eligibility issued by the New Jersey State Board of Examiners

or

must be eligible to receive a County Substitute Certificate. To receive the County certificate, a person must have completed 60 semester-hour credits in an accredited college and be approved by the Summit Board of Education. A fee of \$125 is charged by the County for this certificate.

The County certificate will be issued for a five-year period, and the holder may serve for no more than 20 consecutive days in the same position in one school district during the school year.

PROCEDURE FOR APPOINTMENT

Qualified interested persons should complete the application packet and return it to Valerie Bampe, Office of Human Resources, 14 Beekman Terrace, Summit, NJ (07901).

Applications are screened and applicants are interviewed where deemed appropriate. The names of successful applicants are submitted to the Board of Education for approval.

Substitutes are subject to annual approval by the Board of Education of the Superintendent's recommendations for appointment. Employment of substitutes beyond the initial year of appointment is subject to the discretion of the Board of Education and the Superintendent.

EXPECTATIONS

What is expected of you as a substitute - -

Appropriate dress and demeanor are required for this professional responsibility.

Arrive early; sign in.

Carry out to the best of your ability the responsibilities of the person in whose position you are working. This includes following the regular teacher's plan carefully and completely.

Be directly responsible to the principal in the building to which you are assigned.

Leave a brief report of the day's activities for the regular classroom teacher.

Leave the classroom neat and orderly at the close of each day.

Accept assignments whenever possible. Continuous refusals will affect the number of assignments offered to you.

Once you accept an assignment, be sure to follow through and complete the assignment.

What you may expect from the Summit Public Schools - -

A cordial welcome from the school staff and help in locating the assigned room.

Seating charts, lesson plans, teaching materials, and a detailed schedule for the day.

Information concerning the restrooms and lounges, and procedures for the particular school.

Cooperation from all the school staff and help from the administration in handling unusual discipline problems.

EVALUATION PROCESS

Substitutes are rated by building administrators with input from teachers during each day of service. The rating (1-excellent, 2-satisfactory, 3-unsatisfactory) is reported on a monthly basis to the personnel office. The rating is based on the following criteria:

- Professional appearance and demeanor
- Instructional skills
- Classroom management
- Punctuality
- Reliability
- Following lesson plans and instructions
- Adherence to school policies

In the event a rating of 3 is reported, the attached evaluation form will be completed by a building administrator and submitted to the personnel office within three days of the date of service. A copy of the evaluation form will be sent to the substitute who has received a rating of 3.

Substitutes who receive a rating of 3 on three different occasions will be removed from the approved substitute list. In unusual circumstances involving a serious performance deficiency, substitutes may be immediately removed from the classroom or the approved substitute list, at the discretion of the administration.

**SUBSTITUTE TEACHER AND SUBSTITUTE TEACHER AIDE
EVALUATION FORM**

Name of substitute

Date of coverage

Substitute Assignment

You have received an evaluation rating of 3-unsatisfactory for your service on the above-mentioned date. Your performance is noted as deficient in the following area(s).

- _____ Professional appearance and demeanor
- _____ Instructional skills
- _____ Classroom management
- _____ Punctuality

- _____ Reliability
- _____ Following lesson plans and instructions
- _____ Adherence to school policies

Explanation of above

Substitutes who receive a rating of 3 on three different occasions will be removed from the approved substitute list. In unusual circumstances involving a serious performance deficiency, substitutes may be immediately removed from the approved substitute list, at the discretion of the superintendent.

School

Building Administrator

Date Administrator Spoke with Substitute Teacher

HRO 9/24/04

COMPENSATION

SUBSTITUTE TEACHERS

- \$70/day - Holders of NJ Substitute Teacher Certificates with 60+ college credits, without Bachelors degrees

- \$80/day - Holders of NJ Substitute Teacher Certificates with Bachelors, Masters degrees

- \$90/day - Holders of NJ Standard Teaching Certificates, Certificates of Eligibility with Advanced Standing (indicative of the completion of a teacher preparation program and student teaching), and/or selected Masters degrees (i.e., college teaching experience)

- \$200/day - Substitute Nurses

SUBSTITUTE ASSIGNMENT PROCEDURE

Substitute arrangements may be made as early as a week or more ahead of time. However, most calls are made the day before (up until 11:00 p.m.) or the morning (beginning at 5:30 a.m.) of the day a teacher is needed. Occasionally, a teacher goes home ill after reporting to work, so it is possible to receive a call during the morning.

Assignment calls are made by the substitute calling secretary (Caryl Butler) for those staff members who will be absent because of illness or for approved absences for other reasons. When you are contacted, be sure you understand the name of the school, grade or subject, and teacher or teacher aide for whom you will be substituting.

If you find that due to illness or emergency you cannot meet a commitment, you must call 908-918-2100, ext. 3700 before 5:30 a.m. of the assignment date and leave a recorded message.

If you know you are going to be unavailable for any period of time, call 908-918-2100, ext. 3700 and leave a recorded message to make this known. This precludes our making unnecessary calls and also saves your being awakened at 5:30 a.m.!

IMPORTANT POLICIES OF THE SUMMIT PUBLIC SCHOOLS

Each school has certain practices and procedures, which you will learn about, in that school. The following general reminders apply to all schools, and it is important that they be followed consistently:

- Building assignments may change upon arrival at the building as determined by the administrator based upon the needs of the building.
- All cases of accident or illness must be reported to the school office at once.
- Substitute teachers must maintain discipline by means other than corporal punishment. Extreme behavior problems should be referred to the principal's office.
- Students are never to be released from the building during school hours without permission from the school office.
- Do not violate the confidentiality of Information concerning students or staff members.
- Any money collected must be deposited in the school office.
- FIRE DRILL directions are posted in each room. PLEASE READ THEM BEFORE SCHOOL BEGINS.

DIRECTORY

BOARD OF EDUCATION – 14 Beekman Terrace 908-273-3023

Dr. Nathan N. Parker, Superintendent
Office hours - 8:00 a.m. - 4:30 p.m.

SENIOR HIGH SCHOOL (Grades 9-12) - 125 Kent Pl. Blvd., 908-273-1494

Mr. Paul Sears, Principal
School hours - 7:45 a.m. - 2:49 p.m.
Single session – 7:45 a.m. - 12:15 p.m.

Parking: The entrance to the parking lot is on the west side of the school. Park your car in the first available un-numbered space. Enter the building from the parking lot and follow the signs to the office.

Report to the office by 7:30 a.m.

MIDDLE SCHOOL (Grades 6-8) - 272 Morris Ave., 908-273-1190

Mr. Matthew Block, Principal
School hours - 8:00 a.m. - 2:45 p.m.
Single session - 8:00 a.m. - 12:15 p.m.

Parking: Please park in parking spaces marked Visitor. Should you become a long term substitute Mrs. Ryan will issue you a parking sticker for the period you will be working. Do not park in the municipal parking spaces located in the first two rows along Morris Avenue (on your right as you enter the driveway). These spaces are not available to the middle school. Report to the office by 7:40 a.m.

ELEMENTARY SCHOOLS

School hours - 8:15 a.m. - 3:00 p.m.
Single session - 8:15 a.m. - 12:30 p.m.

Substitutes should report to the office in each school building by 7:45 a.m. Pupils enter the building at 8:15 a.m. and begin at 8:30.

BRAYTON SCHOOL - 89 Tulip St., 908-273-1276

Dr. Cheryl Moretz, Principal
Mrs. Caryl Butler, Secretary

Parking: There are two lots on Ashland Road. Walk down Tulip Street past the building connector. Go in next doorway and the office will be on your left.

FRANKLIN SCHOOL - 136 Blackburn Rd., 908-277-2613

Mr. Felix Gil, Principal
Mrs. Marta Ruiz, Secretary

Parking: Entrance to lot is on Warwick Road. From the lot, go to the courtyard, enter doorway directly ahead, go up steps and turn right to the office.

JEFFERSON SCHOOL - 110 Ashwood Ave., 908-273-3807

Mr. Ronald Poles, Principal
Ms. Liz Davidek, Secretary

Parking: Park in the Summit Family Aquatic Center lot to the left of the school. Walk across the blacktop to the first door on the side of the school near the small parking lot. The office will be on your left.

ELEMENTARY SCHOOLS (continued)

LINCOLN-HUBBARD SCHOOL - 52 Woodland Ave., 908-273-1333

Mr. Matthew Carlin, Principal

Mrs. Yvonne Travers, Secretary

Parking: If you have your assignment in advance, please call Mrs. Travers for your parking space number. If you do not know your assignment ahead of time you will need to check-in at the office before parking for the day.

Walk through the double doors, go up three flights of stairs, turn left, and the office will be on your left.

WASHINGTON SCHOOL - 507 Morris Ave., 908-273-0817

Ms. Lauren Banker, Principal

Ms. Linda Mundy, Secretary

Parking: The parking lot is on the north side of the school (off Lafayette Avenue, which crosses Morris Avenue at the traffic light). Enter the building at the nearest door and turn to your right for the office.

PRIMARY CENTERS

School Hours

Kindergarten - 8:15 to 11:22 a.m. and 12:22 to 3:15 p.m.

Preschool - 9:00 to 11:30 a.m. and 12:30 to 3:00 p.m.

Kindergarten Substitutes should report to the office by 7:45 a.m.
Pupils enter the building at 8:15 a.m. and begin at 8:30.

Preschool Substitutes should report to the office by 8:30 a.m.

THE SUMMIT PRIMARY CENTER AT JEFFERSON

110 Ashwood Avenue, 908-918-2160

Mrs. Janice Tierney, Principal

Mrs. Eileen Mortenson, Secretary

Parking: The parking lot is located to the right of the main building.
The office is the first door on the right.

THE SUMMIT PRIMARY CENTER AT WILSON

14 Beekman Terrace, 908-918-2175

Mrs. Janice Tierney, Principal

Mrs. Judy Shulze, Secretary

Parking: The parking lot is located to the right of the building.
Enter the doors located at the canopy of The Summit
Primary Center at Wilson. The office is on the right.