

**ONLY THOSE PEOPLE WHO ARE SUBSTITUTING FOR THE UNION TOWNSHIP BOARD OF
EDUCATION WILL BE PROCESSED THROUGH THIS OFFICE.
THERE ARE NO EXCEPTIONS.**

Instruction Sheet for Substitutes

APPLICATIONS WILL BE ACCEPTED BETWEEN 9:00 a.m. to 12:00 p.m.

SUBSTITUTE TEACHER/NURSE SERVICE REQUIRES A CERTIFICATE

If you have a N.J. Teaching Certificate you **do not** need a substitute certificate. You must also submit fingerprint proof and proof that you are negative for Tuberculosis and were checked within the last **six (6) months**.

In order to obtain a substitute teacher/nurse certificate, please submit: **(THERE ARE NO SUBSTITUTIONS OR EXCEPTIONS).**

1. Substitute Certificate Application.
2. Oath of Allegiance form with signature notarized.
3. **Fingerprint Packet** - you must follow the instructions on the sheet in the packet and call for your appointment.
4. An **OFFICIAL TRANSCRIPT** showing the completion of sixty (60) credits or more must also be submitted.
5. A **CERTIFIED CHECK OR MONEY ORDER** payable to the **Commissioner of Education** in the amount of **\$125.00** is the fee for the Substitute certificate. This is for a 5 year certificate
Also as of December 2005 please submitted an additional **MONEY ORDER IN THE AMOUNT OF \$7.00** payable to **the State of New Jersey**
6. **PROOF THAT YOU ARE NEGATIVE FOR TUBERCULOSIS** and were checked within the last six (6) months. This should be in the form of a note from your doctor.
7. **Nurses** must submit a copy of their R.N. license **in addition** to the above.
8. Completion of W-4 form for payroll purposes must also be submitted.
9. Two proofs for I-9 form such as drivers license, social security card, etc.

ALL OF THE ABOVE PAPERWORK MUST BE SUBMITTED IN ORDER FOR YOUR SUBSTITUTE PAPERS TO BE PROCESSED.

If an applicant applies to more than one county for substitute employment, only one certificate will be required. That certificate **must** be presented to each county in which it is to be used and may be validated by the receiving county.

EACH SUBSTITUTE CERTIFICATE HAS AN EXPIRATION DATE. YOU MUST keep track of that expiration date. To renew the certificate you must bring it to the district that originally obtained it along with a \$125.00 money order or certified check payable to the Commissioner of Education so that it may be submitted for renewal.

WE DO NOT MAIL OUT APPLICATIONS. YOU MUST COME TO THE BOARD OFFICE IN PERSON TO APPLY. 2369 MORRIS AVENUE, UNION NJ 07083

SUBSTITUTES PAY SCALE

\$65 per day for those with a County Substitute Certificate

\$75 per day for those with a New Jersey Teaching Certificate

\$80 per day after a total of 60 school days of substituting in a school year

Subs are paid **once** a month. The checks are usually mailed between the 25th and 30th of the month.

Should a substitute be unable to cover an assignment he/she has accepted, he/she should call the answering machine of the coordinator Mrs. Detjen. (Grades 6-12 - 851-6417, Grades Pre-K-5 - 851-6428).

Mrs. Detjen is not located at this office. If you wish to communicate with her regarding days you are available, whatever grade level you wish to sub for, etc., call the above numbers of the answering machines.

When you sign up to be a substitute, your name will remain on our list until the close of school in June. **Please notify my office of any change(s), i.e., name, address, etc.** If you wish to substitute for the next school year, please contact my office between July 1st and August 15th and present **proof** of eligibility to substitute.

SCHOOL HOURS FOR SUBSTITUTES

START-UP TIME

Start-up time at the high school will be **7:20 a.m.** Dismissal will be **2:35 p.m.**

Start-up time for the middle schools (Burnet/Kawameeh) will be **7:45 a.m.** Dismissal will be at **2:30 p.m.**

Central Five will start at **7:50 a.m.** to **2:20 p.m.**

Pre-K to Four schools start-up time will be **8:30 a.m.** in grades three and four and **8:45 a.m.** in grades pre-k through two. Dismissal for all grades will be **3:05 p.m.**

Theodore A. Jakubowski
Superintendent

PLEASE NOTE: IF YOU HAVE A QUESTION REGARDING YOUR PAY, PLEASE CONTACT MRS. POLINGER AT 851-6413.