

**Policy**

SUBSTITUTE TEACHERS

The Township of Union Board of Education recognizes its responsibility to provide continuity of educational program services to its students and therefore directs the superintendent to provide for:

- A. Maintenance of a list of available certified substitute teachers, pursuant to regulations;
- B. A building level orientation program for substitute teachers to prepare them to meet pupil needs and fulfill teaching responsibilities assigned within the school district; and a detailed listing of substitute responsibilities at the building level;
- C. To require teaching staff members to maintain substitute lesson plans for each class to ensure the availability of appropriate instructional program guidelines for substitute teachers;
- D. Suitable arrangements for teachers to report absence in a timely fashion for substitute coverage.

The board shall approve potential substitute personnel and the positions in which they may substitute. Rates of pay for substitutes shall be approved annually by the board.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted: June 2013

Key Words

Substitute Teachers

**Legal References:** N.J.S.A. 18A:6-7.1  
through -7.5

Criminal history record; employee in regular contact with students; grounds for disqualification from employment; exception ...

N.J.S.A. 18A:16-1.1  
N.J.S.A. 18A:27-4

May appoint temporary officers and employees  
Power of boards of education to make rules governing employment of teacher, etc.

N.J.S.A. 18A:27-4.1

Appointment, transfer, removal, or renewal of officers and employees; exceptions

N.J.S.A. 18A:29-16

Emergency certificates; day-by-day basis substitute

N.J.A.C. 6A:9-6.5

County substitute credential

N.J.A.C. 6A:32-6.1 et seq.

School Employee Physical Examinations

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Sayreville Education Ass'n v. Sayreville Bd. of Ed., App. Div., unreported decision (docket no. A-4899-82T2, decided April 12, 1984)

Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)

SUBSTITUTE TEACHERS (continued)

**Possible**

- Cross References:** \*4111 Recruitment, selection and hiring  
\*4112.2 Certification  
\*4112.4 Employee health

\*Indicates policy is included in the Critical Policy Reference Manual.