

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Per Diem Substitute Teacher**

Position

**REPORTS TO:** Building Administrator

**JOB GOAL:** To support the school by filling daily substitute positions and providing classroom management, instruction, and support for students. To deliver lessons in a way that is age-appropriate for the class.

**RESPONSIBILITIES:**

- 1) Reports to the main office at the beginning of the school day to retrieve required materials/schedule of classes and at the end of the day to return materials and discuss next day's assignment, if applicable
- 2) Works with individual students, small groups, or entire class to support teaching of content
- 3) Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans
- 4) Takes attendance according to school procedures
- 5) Employs instructional methods and materials that are most appropriate for meeting lesson objectives
- 6) Ensures the safety and security of students at all times, to include awareness of emergency procedures
- 7) Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- 8) Maintains, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned
- 9) Takes all necessary and reasonable precautions to protect equipment, materials, and facilities
- 10) Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible
- 11) Follows the schedule during the school day and remains in the assigned classroom until all students have been dismissed for the day
- 12) Maintains and respects the confidentiality of student and school personnel information
- 13) Cooperates with other professional staff members
- 14) Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes
- 15) Collects and places students' work in an appropriate location

- 16) Models non-discriminatory practices in all areas
- 17) Upholds and enforces school rules, administrative regulations and board policy
- 18) Performs such duties as assigned by the building administrator
- 19) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

#### **QUALIFICATIONS:**

- 1) Valid New Jersey Substitute Teacher Instructional Certificate
- 2) Minimum of 30 college credits from an accredited college/university
- 3) Experience working with school age children preferred
- 4) Ability to maintain a positive learning environment
- 5) Knowledge of English composition, usage, syntax, grammar, and punctuation
- 6) Ability to follow lesson plans left by the permanent teacher
- 7) Ability to analyze problems accurately and adopt an effective course of action
- 8) Ability to work independently, with little direction, exercising good judgement
- 9) Ability to read, interpret, explain, and follow rules, regulations, policies, and procedures
- 10) Ability to maintain confidentiality of sensitive or privileged information
- 11) Ability to operate computers and peripheral equipment and use advanced functions of standard and specialized computer software with efficiency and accuracy
- 12) Ability to communicate effectively both orally and in writing
- 13) Ability to understand and carry out oral and written instructions
- 14) Ability to establish and maintain an effective working relationship with those contacted in the course of work
- 15) Ability to work at multiple sites throughout the school year
- 16) Required criminal history background check, drug screening, and eligibility to work in the United States
- 17) All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

#### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head; regularly sit, stand, and walk for extended periods

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 10 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

#### **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

#### **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

#### **TERM OF EMPLOYMENT:**

Ten-month work year

#### **SALARY RANGE:**

30+ college credits - \$106 per day  
BA/BS Degree or higher - \$200 per day

***Board Approval Date:*** \_\_\_\_\_