FRANKLIN LAKES BOARD OF EDUCATION
Franklin Lakes, New Jersey

FILE CODE: 4121
_____ Monitored
_____ Mandated
__X__ Other Reasons

Policy

SUBSTITUTE TEACHERS

The chief school administrator shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The Franklin Lakes Board of Education shall approve potential substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be asked from the board at the next regular meeting.

The chief school administrator shall recruit, screen and recommend to the board candidates for employment as instructional substitutes. He/she shall:

A. Develop procedures for the assignment of substitutes;

B. Develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list of those substitutes who have performed their duties satisfactorily.

Teacher substitutes must have at least a valid substitute teaching credential issued by the Executive County Superintendent, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the Board on a per diem basis, and to no other benefits. Effective January 2, 2020**,** the daily substitute rate is set as follows:

Substitutes covering for a classroom teacher: $110.00 per day
Substitutes covering for an instructional aide: $85.00 per day

Long-Term Substitutes

Individuals who are approved to work more than ten (10) consecutive days in a particular assignment may be eligible for long-term substitute rate of pay, effective on day eleven (11) which is established below:

$135.00 per day for individuals who hold a substitute teaching credential covering for classroom teacher/aide
$150.00 per day for individuals who hold a CE/CEAS/Standard teaching license covering for classroom teacher

Persons employed as aides may not perform as substitutes for professional employees unless they are board-approved substitute teachers.

Vacant Positions and Use of Substitutes

It is the goal of the district to provide continuity in the educational program by employing permanent qualified teaching staff. When a position in the district is vacant, the district shall observe the limits as provided for in law, in the employment of substitute teachers.

Definitions

SUBSTITUTE TEACHERS (continued)

A. A *Substitute Credential* allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.

B. A *Certificate of Eligibility (CE)* is a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification through the State Alternate Route Program.

A *Certificate of Eligibility with Advanced Standing* (CEAS) is a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

Limits on Filling Vacant Teaching Positions with Substitutes

A vacant teaching position shall not be filled in any school year by one or more individuals:

A. **N.J.S.A. 18A:16-1.1a**. **Filling of vacant teaching position; time limit.** A vacant teaching position shall not be filled in any school year by one or more individuals holding a substitute credential issued by the State Board of Education pursuant to the provisions N.J.S.18A:6-38 for a total amount of time exceeding 20 school days. The commissioner may grant an extension of up to an additional 20 school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original 20-day time limit.

B. **N.J.S.A. 18A:16-1.1b. Time limit for substitute teacher working in area authorized by credentials**.
a. A vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding 60 school days. The executive county superintendent of schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original 60-day time limit.
b. In the event that one individual employed pursuant to subsection a. of this section is employed in the same position for more than 60 days, he shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the employing district.

C. **N.J.S.A. 18A:16-1.1c**. **Limit on time for substitute teacher working in area not authorized by credentials**. A vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 20 school days. The executive county superintendent of schools may grant an extension of up to an additional 20 days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original 20-day time limit.

D. **N.J.S.A. 18A:16-1.1d. Limit of time for substitute teacher holding standard instructional certificate**. A vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 40 school days.

The executive county superintendent of schools may grant an extension of time in accordance with law, upon written application from the district demonstrating the district's inability to hire an appropriately certified

SUBSTITUTE TEACHERS (continued)

teacher for the vacant position within the original time limit.

Adopted:	June 5, 2001
NJSBA Review/Update:	September 2009, June 2015
Readopted:	August 3, 2010; November 10, 2015; March 08, 2016; April 24, 2019
Revised:	March 08, 2016; April 5, 2019; September 2019

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	May appoint temporary officers and employees
N.J.S.A. 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
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:9B-6.5	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)

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.