



SUBSTITUTE TEACHER MANUAL

2016-2017

TEANECK BOARD OF EDUCATION

One Merrison Street

Teaneck, NJ 07666

Phone: 201-833-5500

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September 2016

Thank you for becoming a substitute in the Teaneck Public School District. Teaneck is a community that takes pride in its public schools, a district that is committed to providing programs for a diverse student population. We believe the best way to accomplish this goal “that each may learn” is to provide every child with the tools of learning and experiences that will satisfy and develop the mental, emotional, physical and social needs of our students. An atmosphere of active participation in the learning process with self-control, self-reliance, mutual cooperation, and concern for the welfare of others should surround all learning for our students. The substitute teacher, as a special faculty member, has a responsibility to ensure the continuity of this educational philosophy.

IMPORTANT TELEPHONE NUMBERS

Vincent McHale, Interim Superintendent	201-833-5510
Linda Kuhran, Assistant to the Superintendent	201-833-5510
Sandra Beckford, Supervisor of Special Services	201-833-5486
Naomi Conklin, Manager of Human Resources	201-862-2320
Erika Soderman, Human Resources Secretary	201-862-2322
Nikka Warner, Payroll Supervisor	201-833-5518
Brenda Bembry, Payroll & Benefits Secretary	201-833-5517

SCHOOL DIRECTORY

Bryant Elementary School – Leslie Abrew, Principal	201-833-3976
Whittier Elementary School – Pedro Valdes, Interim Principal	201-833-5535
Hawthorne Elementary School – Dierdre Spollen-LaRaia, Principal	201-833-5540
Lowell Elementary School – Antoine Green, Principal	201-833-5550
Benjamin Franklin Middle School – Natasha Pitt, Principal	201-833-5451
Thomas Jefferson Middle School – Angela Davis, Principal	201-833-5471
Teaneck High School – Dennis Heck, Principal	201-862-2510

ACCEPTING SUBSTITUTE TEACHING ASSIGNMENTS

The District uses the automated Frontline *Absence Management*, formerly AESOP (Automated Education Substitute Operator) system to notify substitute teachers of vacancies and to allow substitute teachers to accept daily assignments. You can interact with AESOP on the internet at <http://www.aesoponline.com>. Here you will be able to view the teacher absences which require a substitute for coverage, and you can select the vacancy you want to cover.

To access the system, you will be required to enter the unique ID and PIN number assigned to you at the time of hire.

SCHOOL CLOSINGS AND DELAYED OPENINGS

When schools are closed for any reason (i.e. inclement weather) and you have a substitute assignment for the day, you will be notified by the substitute caller service, AESOP.

Updated information regarding school closings including Delayed Openings is available on the District website at <http://www.teaneckschools.org/domain/140>.

SCHOOL CALENDAR AND SCHOOL HOURS

A copy of the school calendar for the current school year is available on the district's website: www.teaneckschools.org. For hours of operation for a school visit the school's web site.

MISSION STATEMENT TEANECK PUBLIC SCHOOLS

The educational community of Teaneck will consist of schools that empower the whole child. We shall attain excellence, revere personal integrity, honor diverse perspectives, and nurture meaningful relationships. Our schools shall encourage students to brave life's journey and strive to conquer the unknown.

It is the expectation of this school district that all students achieve the New Jersey Core Curriculum Content Standards, as required, at all grade levels.

POLICY ON NON-DISCRIMINATION

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discipline, compensation, training, transfer or other term, condition, or privilege of employment solely because of his/her handicap/disability, provided an employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

SEXUAL HARASSMENT

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of the Board of Education who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been

exposed to sexual harassment by any employee or agent of the Board is encouraged to report the harassment to the building principal.

WORKER'S COMPENSATION

Any injury or illness sustained as a result of the substitute teacher staff member's assigned duties should be immediately reported to the school nurse.

SAFETY AND SECURITY

A substitute teacher staff member must report immediately to the building principal any accident or safety hazard the member detects. In addition, the substitute teacher should be familiar with school procedures on how to proceed in the event of a classroom/building emergency.

HARASSMENT, INTIMIDATION AND BULLYING

The importance of protecting students from bullying is emphasized through the New Jersey Anti-Bullying Bill of Rights Act of 2011 and Board of Education Policy 5512 "Harassment, Intimidation and Bullying" ("HIB").

All school employees who have contact with students – including substitutes – must verbally report to the school Principal or the school Anti-Bullying Specialist any information about an alleged incident of HIB – on the same day they learn of it.

HIB refers to any gesture, written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that:

*Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that

*Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of school or the rights of other students; and that

*A reasonable person should know that, under the circumstances, the act will have the effect of physically or emotionally harming a student or damage the student's property, or place the pupil in reasonable fear of physical or emotional harm to his/her personal or damage to his/her property, or

*Has the effect of insulting or demeaning any student or group of students, or

*Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

STUDENT RECORDS

Student Records are considered private and confidential and are to be secured at all times.

PAYCHECK DISTRIBUTION

Paychecks are available on the fifteen of each month for the previous month's work. If pay day falls on a weekend, paychecks will be issued the Friday before, and if on a holiday, checks will be issued the day before the holiday. Changes of name and/or address must be submitted to Human Resources.

SUBSTITUTE TEACHER RESPONSIBILITIES

A substitute teacher is expected to perform all the duties of the regular teacher unless the principal releases the substitute from a particular responsibility.

A substitute teacher should NEVER leave a class/classroom unattended and should never leave the school building during the regular school hours without checking with the building principal.

SUBSTITUTE EVALUATION PROCESS

If a Building Principal or Assistant Principal determines that a substitute employee's performance does not meet District standards or if the substitute's behavior is not consistent with District policies, the Principal or Assistant Principal will contact Human Resources to block the substitute from receiving assignments in that school building. The District retains the right to discharge a substitute from employment with the Teaneck Public School District if the Superintendent determines that such action is in the best interests of the District. HRM will notify the substitute of his/her inability to continue to be employed in the District.

HALF DAY ASSIGNMENTS/4 HOUR SESSION DAYS

A substitute that accepts a half day assignment on a day when school is in session for a half day will be expected to work the hours set forth for that half day session.

CANCELLATION OF SUBSTITUTE WORK ASSIGNMENTS/PRORATED SUBSTITUTE WORK ASSIGNMENTS

When a substitute employee reports to a school building to fill a vacancy which is an error or the substitute is not needed for another reason, the Principal/Assistant Principal will make an effort to re-assign the substitute to another assignment.

If such re-assignment is not possible, the substitute will be sent home and paid only for time actually worked if the substitute is paid hourly or in half day increments if the substitute reported for a teaching assignment. Payment for traveling from home to the original school site prior to commencing work on an assignment is not compensable.

CLASSROOM INSTRUCTION

A substitute teacher should endeavor to preserve the regular routine of the classroom. He/she is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with the building principal.

Focus on instruction immediately. State your expectations clearly and simply. Introduce the goal of the lesson and what you want students to do and understand. Use time limits to maintain the structure of the lesson. Assess continually to ensure understanding – ask students to reinterpret instructions or key ideas.

A substitute teacher should leave the regular teacher a brief summary of the day's activities by class period.

CLASSROOM MANAGEMENT:

Learn the names of students as quickly as possible.

Exhibit enthusiasm and confidence.

Be fair, firm, and consistent.

Use praise generously and show respect for students.

Take an active interest; walk around the classroom and give individual attention where needed.

Treat students with dignity.

Vocabulary should be appropriate for the classroom.

Do not administer corporal punishment or physical contact of any kind.

ATTENDANCE

Prompt attendance of substitute teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program.

PROFESSIONAL DRESS AND GROOMING

The Board of Education believes that the appearance and dress of substitute teacher staff members is an important component of the educational program of this school district. The clothing and appearance of all substitute teachers shall be clean and neat. The building principal shall determine whether a violation of this dress code has occurred and shall discuss the violation with the substitute teacher concerned.

APPROPRIATE STAFF CONDUCT

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibility.

USE OF CORPORAL PUNISHMENT

The Board of Education cannot condone an employee's resort to force or fear in the treatment of pupils. Each pupil is protected by law from bodily harm and from offensive bodily touching. All staff must conform to HIB requirements when interacting with students.

USE OF CELL PHONES

A personal telephone call by a substitute teaching staff member on their personal cell phone or smart phone shall not be made while the staff member is performing assigned school district responsibilities. In the event the substitute teacher has an emergency requiring use of their personal cell phone, the substitute teacher shall inform their building principal. Texting is also not an acceptable practice when supervising and/or teaching students.

DISMISSAL

The Board may dismiss a substitute teaching staff member when dismissal is in the best interests of the school district. The Board reserves the right to terminate a substitute teaching staff member without notice when sufficient case warrants.

REQUIREMENT OF NOTIFICATION

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of NJAC 6A:9-17.1. The report submitted to the Superintendent shall include the date of the arrest or indictment and charges lodged against the certificate holder. Such certificate holder shall also report to the Superintendent the disposition of any charges within seven (7) days of disposition. Failure to comply with these reporting requirements may be deemed just cause for revocation or suspension of certificate pursuant to NJAC 6A:9-17.5.

RESIDENCY REQUIREMENT

Every person holding employment or a position in a school district shall have his/her principal residence in New Jersey as required by N.J.S.A. 52:14-7. A person holding employment or a position has one year from taking the position/employment to satisfy the requirements of principal residency; if such person fails to satisfy the requirement of principal residency in New Jersey after the 365 day period from date of hire, that person shall be deemed unqualified to continue to hold the position.