

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
BRIDGETON, NEW JERSEY**

**JOB DESCRIPTION**

**SUBSTITUTE TEACHER**

**JOB GOAL**

To assist the classroom teacher in their absence and enhance the instructional program for students.

**QUALIFICATIONS**

1. New Jersey Substitute Teacher's Credential Certificate.
2. Additional credits and/or training is desirable and encouraged.
3. Desire to work with all students and sensitivity to their needs.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. To provide whole class and small group instruction.
2. To be actively engaged in the delivery of instructional activities to individual and/or small groups of students.
3. Responsible for student supervision when performing duties as a Substitute Teacher.
4. Help maintain an organized classroom.
5. Assist students and teachers in handling unforeseen minor emergencies that occur in and about the classroom.
6. Alert the administration to any problems or special situations regarding individual students.
7. Maintains a high level of ethical behavior, good moral character and confidentiality of information about students.
8. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
9. Performs other duties that may be assigned by the administration.

**ESSENTIAL SKILLS/ABILITIES**

1. The desire to teach high school students and the ability to adapt to their developmental status.
2. High integrity and ethical standards.
3. Ability to maintain a positive learning environment.
4. Strong supervisory and leadership skills to manage and control the classroom.
5. Excellent verbal and written communication skills.
6. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
7. Creative analytical and problem-solving skills.
8. Proficiency with technology resources.
9. Regular attendance.
10. Must be able to traverse school facility/grounds and lead students to safety in the event of an emergency.

**REPORTS TO**

Principal or Designee.

**TERMS OF EMPLOYMENT**

Set by Board of Education.

**EVALUATION**

By Principal and/or Designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**

DATED: **January 23, 2014**

AMENDED: **May 27, 2021**