

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

JOB DESCRIPTION

SUBSTITUTE TEACHER

QUALIFICATIONS

1. College Degree preferred.
2. Minimum of 60 college credits.
3. Additional credits and/or training is desirable and encouraged.
4. Desire to work with all students and sensitivity to their needs.
5. Good moral character.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal or Designee.

JOB GOAL

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

PERFORMANCE 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. Performs other duties that may be assigned by the administration.

TERMS OF EMPLOYMENT

Set by Board of Education.

EVALUATION

By Principal and/or Designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: January 23, 2014
AMENDED: