

PARAMUS PUBLIC SCHOOLS

Paramus, New Jersey



**HANDBOOK
FOR
SUBSTITUTES**

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INTRODUCTION

As a Paramus District substitute, you have taken an important position in the educational program of the Paramus Public Schools. You are charged with the responsibility of providing continuity to the educational program during the absence of the regular staff member.

Perhaps no single responsibility provides more challenge, more uncertainty, and ultimately more personal satisfaction than that of a substitute. To be able to meet each new situation at a moment's notice and to move the pupils toward the pre-established objective is the mark of an especially skilled professional. This is the expectation of the Paramus Public Schools. The Board of Education, school administrators, parents, and students are grateful for your assistance in the daily operation of the schools.

This handbook will provide substitutes with pertinent information concerning the requirements, policies, and procedures necessary to maintain the highest possible standards of service to our schools and to our students. Specific information concerning your assignment will be available in the buildings where you will be assigned. All policies and procedures are subject to continuous updating and improvement. Your suggestions are always welcome.

Paramus District substitutes are considered an integral part of our school organization. It is assumed that the substitute, as the regular staff member's replacement, will ascertain and continue the established program, accepting all the duties and the responsibilities of the position to which he/she is assigned.

It is hoped that you will find your experiences with the Paramus Public Schools to be both personally and professionally satisfying.

II. ASSIGNMENT PROCEDURE

The Paramus Public School District employs an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service from Frontline Education utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Frontline Absence Management solution (previously called AESOP), is available 24 hours a day, 7 days a week.

Interacting with Frontline via the Phone:

You can interact with the Frontline system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.

The system will also make phone calls to substitutes to offer jobs. The Office of Human Resources has selected the following hours as standard call times when the Absence Management service may call for substitutes: 6:00 A.M. – 11:00 A.M. in the morning and 4:00 P.M. – 10:00 P.M. in the evening. The phone number we have on record for you is (*your phone number*). *Note that you can customize your call times.*

Your ID and PIN for the phone are as follows:

ID Number (*your phone number, no dashes or spaces*)

PIN Number (*last 4 digits of your social security number OR phone number*)

► If you accept a job, you will be issued a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**

Mobile App Access:

Substitutes can download the **Jobulator App should they choose to do so. However, there is a fee for this App.** The login process is for you to enter your ID Number and 4-digit PIN (as cited above), then your email address to create a Jobulator account. Going forward, your email address will be your Username for the Jobulator App.

Interacting with Frontline via the Website:

You will receive a personal invitation email with the Subject Line: **Paramus District invites you to Absence Management.** If you have an existing Frontline ID Account, then click “Sign in with your Frontline ID.” Otherwise, click “Create a Frontline ID.” Create a Username, Password, and email address; then click the “I accept the terms and conditions” box. Click “Create Frontline ID” and you are in. **IMPORTANT: Please make a note of your Username and Password!**

You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the Internet at <https://app.frontlineeducation.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job.

Note: You are NOT required to create a Frontline Account for Phone access. You automatically have Phone access. However, to gain Web access you must create a Frontline Account via your personal invitation email.

An approved substitute teacher on the Paramus District list may also accept assignments as a substitute aide (clerical, teaching, or lunch). All absences requiring a substitute will be entered on the Frontline website, and compensation will be in accordance with the rates shown on Page 4 of this handbook.

Should you experience difficulty using the system, please contact the Office of Human Resources at (201)261-7800, ext. 3048 or 3002.



III. COMPENSATION

A. Payment Schedule

Paychecks will be issued (via direct deposit) on a time schedule established by the Business Administrator's Office. The current Payroll Calendar may be found on the district website https://drive.google.com/file/d/0B-An01_LPrklWHk3T1VyWIIwSIE/view?usp=sharing

B. Daily Wage Rates-

Regardless of degree level or number of days worked, except for:

***Special Long -Term Substitutes arranged through Human Resources.**

*An assignment for one (1) teacher that extends beyond twenty (20) consecutive working days and with County Office approval. Commencing on the twenty-first (21) day, substitutes qualifying for this classification shall receive a rate of \$175.00 per day and one (1) sick day for each twenty (20) days worked, and full pay for each day schools is closed due to an emergency. NJ Certificated substitutes shall receive the rate of \$175.00 commencing on day one (1).

Substitute Teacher	\$150.00 per day
NJ Certificated Substitute Teacher	\$175.00 per day
Substitute School Nurse	\$200.00 per day
Home Instructor	\$33.00 per hour
Substitute Secretary	\$19.55 per hour
Substitute Clerical/Office Aide	\$19.55 per hour
Substitute Classroom Aide	\$19.05 per hour
Substitute ABA Aide	\$24.00 per hour
Substitute Bus Aide	\$19.55 per hour
Substitute Lunch Aide	\$23.45 per hour
Substitute Bus Driver	\$34.05 per hour
Substitute Custodian	\$26.00 per hour
Substitute Armed Security	\$30.00 per hour
Substitute PTC (Police Training Certificate) Security	\$16.50 per hour

C. Vouchers/Daily Report

Substitutes must report to the principal's office at the beginning of the day's assignment to sign the Absence Management Daily Report, which is used in place of vouchers. Your signature verifies that you worked as a substitute at that school on that date. If you are substituting for a staff member who "travels" (works at more than one school during the school day), you must sign the Daily Report for each school.

Absence Management Daily Reports are approved by the school principals and sent to the Payroll Department on a weekly basis, for payment in accordance with the Business Office schedule.

IV. TIME SCHEDULE

Substitute teachers are encouraged to report to the building principal upon arrival (at least 30 minutes before the start of school) and again before leaving for the day. The principal or a representative will direct the substitute to the class assignment and review the plans and procedures for the day.

Substitute aides and substitute secretaries should report to the school office 15 minutes prior to the beginning of the day's assignment.

Substitute teachers should be sure they understand the teacher's plans, time schedules, seating arrangements, duties, and attendance-reporting procedures when reviewing this information with the school official.

All substitutes should familiarize themselves with the established emergency procedures.

School	Hours of Session
Memorial Elementary School	9:00 a.m. – 3:00 p.m.
Midland Elementary School	9:00 a.m. – 3:00 p.m.
Parkway Elementary School	9:00 a.m. – 3:00 p.m.
Ridge Ranch Elementary School	9:00 a.m. – 3:00 p.m.
Stony Lane Elementary School	9:00 a.m. – 3:00 p.m.
East Brook Middle School	8:00 a.m. – 2:30 p.m.
West Brook Middle School	8:00 a.m. – 2:30 p.m.
Paramus High School	7:45 a.m. – 2:31 p.m.

V. SCHOOL/OFFICE TELEPHONE DIRECTORY

Within the Borough of Paramus there are eight (8) schools: five (5) elementary schools, two (2) middle schools, and one (1) high school. The following is a list of these schools and their addresses. Please refer to the map of Paramus included in this handbook (see Appendix A).

School/Office	Telephone Directory
Memorial Elementary School, Grades K-4 E 203 Midland Avenue	201-261-7800, ext. 8312
Midland Elementary School, Grades K-4 W 241 Midland Avenue	201-261-7800, ext. 8412
Parkway Elementary School, Grades K-4 145 E. Ridgewood Avenue	201-261-7800, ext. 8512
Ridge Ranch Elementary School, Grades 1-4 345 Lockwood Drive	201-261-7800, ext. 8612
Stony Lane Elementary School, Grades 1-4 W 100 E. Ridgewood Avenue	201-261-7800, ext. 8712
East Brook Middle School, Grades 5-8 190 Spring Valley Road	201-261-7800, ext. 8116
West Brook Middle School, Grades 5-8 550 Roosevelt Boulevard	201-261-7800, ext. 8214
Paramus High School, Grades 9-12 99 E. Century Road	201-261-7800, ext. 3100
Office of Human Resources 145 Spring Valley Road	201-261-7800, ext. 3005 or 3048

VI. PRE-ASSIGNMENT NOTES TO THE SUBSTITUTE

- A. Please remember that you have not accepted the job until you receive a confirmation number from Absence Management.
- B. If you cannot accept calls for an extended period because of illness or for some other reason, please indicate this on your Absence Management Internet account or notify the Office of Human Resources. This will avoid inconveniencing you with unnecessary calls and help ensure classroom coverage.
- C. Notify the Office of Human Resources of any changes in address, telephone number, email address, etc., or if you are no longer available to serve as a substitute.
- D. Substitute teachers should familiarize themselves with the content of courses to be taught.
- E. If substitute teaching, you should report thirty minutes before school begins whenever you have received your assignment in sufficient time. You are required to remain on school grounds for at least fifteen minutes after school.
- F. Substitute teachers must remain at the school site through the preparation period even when it falls during the last period of the school day. Also, if the preparation period falls during the first period of the day, the substitute is to be at school during the entire preparation period. In an emergency, the principal may ask the substitute to cover for another teacher during the preparation period.
- G. If substitute teaching, you are on the same professional level as a regular teacher and you are expected to observe the same ethical codes. There may be “...many disagreements over methods – even disagreements as to the basic aims of education. These are healthy and lead to progress, but they belong in the profession. Individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Nothing else so feeds the fires of public distrust.”*

Particularly desirable for all substitutes is loyalty to the school system and community. Gossip from school to school is inexcusable. “...loyalty to the profession is next after pride in the list of attitudes essential to effective teacher-public relations. Where praise seems impossible, silence is the rule.” **

If a substitute is concerned about some practice at the school, he/she should talk to the responsible administrator.

**National School Public Relations Association, It Starts in the Classroom, P.8*

***Ibid.*

VII. DAILY SUBSTITUTE TEACHERS: RESPONSIBILITIES AND PROCEDURES

- A. The substitute teacher is responsible for the students' conduct in the assigned classes. When and if special problems arise, he/she should feel free to turn to the responsible administrator for help. He/she should not feel that such a request for help is in itself a reflection upon his/her ability or that it will be so considered by the principal.
- B. The substitute teacher is responsible for the full schedule of the regular teacher. This includes the classroom day, study or hall duty, playground duty, and any other special duties performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. He/she is invited to attend all faculty meetings and is expected to attend specific meetings at the request of the principal or supervisor.
- C. The substitute teacher should (*note that many of these items apply to all substitute positions*):
1. Be prompt in arrival. This will insure sufficient time to receive necessary instruction and guidance from the principal, as well as to assemble the needed materials for the day.
 2. Wear attire that promotes a professional appearance and is appropriate for working in a school environment, in accordance with the district's policy on Staff Dress.
 3. Report to the principal immediately upon entry to the building. Also report to the principal's office at the end of the school day.
 4. Meet with the principal (or designee) for orientation to the school policies and procedures such as: attendance, discipline, support system, rainy day schedule, and any other pertinent policies for that school.
 5. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans. If there are not, notify the office.
 6. Familiarize yourself with the building as quickly as possible.
 7. Acquaint yourself with accident and fire drill procedures (see Appendix B).
 8. Maintain normal classroom routines and discipline procedures. The responsible administrator should be contacted in case a serious discipline problem arises.
 9. At the end of the school day, complete the Substitute Teachers Report for the regular teacher (see Appendix C).
 10. Correct papers and list grades for the regular teacher if you substitute in the same class for more than one day.
 11. Leave adequate notes regarding absences, transfers, new students, and books borrowed/books returned to the library, etc.
 12. Leave the room as neat as possible at the end of the day, with things approximately in the same place in which they were found.
 13. Lock classrooms whenever you and the children are out of the room. If you are the last-session teacher, make sure that all windows and doors are locked.

D. The substitute teacher should refrain from the following without prior approval from the building principal:

1. Beginning a new reader.
2. Beginning a new unit.
3. Culminating a unit.
4. Changing student groupings.
5. Dismissing a class ahead of time.
6. Allowing students to leave the classroom without permission.
7. Threatening to suspend a student.
8. Holding a class or individual student after school.

E. Under no circumstances shall the substitute:

1. Release a child from his/her jurisdiction during school hours without written permission from the school office.
2. Leave money or valuables in the desk.
3. Resort to use of corporal punishment (see Appendix D).
4. Criticize the regular teacher.

VIII. BUILDING PRINCIPALS/SUPERVISORS: RESPONSIBILITIES

A. The building principal/supervisor should provide the following for the use of the substitute teacher:

1. Building floor plans.
2. Essential keys.
3. Teacher and class schedules.
4. Absent teacher's schedule.
5. Building policies and procedures; e.g., use of educational resource facilities, special instructional rooms, accident and injury, etc.
6. Discipline policies.
7. List of staff and support roles.
8. Time/bell schedule.
9. Lunch schedule.
10. Building philosophy of education.

B. In addition, the building principal/supervisor should:

1. Orient faculty to proper procedures to be followed in the event of absences.
2. Ask the faculty and staff to provide assistance to a substitute teacher whenever necessary.
3. Explain the responsibilities associated with non-classroom duties (e.g., hall, recess, etc.) to the substitute teacher.
4. Be available to assist with problems that a substitute may encounter.
5. Complete a Substitute Evaluation Form when requested.

IX. EVALUATION OF SUBSTITUTES

A. Rationale

Substitutes play an important role in the educational program of the Paramus School District. Because of their importance, we must be concerned with the quality of their performance and its impact on the continuity of the instructional program.

One way of maintaining a high level of competency among substitutes on the Paramus District list is the implementation of an observation and evaluation process. The goal of this process is to identify and enhance the performance of the most capable substitutes, improve the effectiveness of others, and remove from the substitute list those judged to be inappropriate for the position.

B. Administrative Procedure for Evaluation

1. Any substitute may be observed and evaluated by a member of the administrative staff.
2. The staff member who observes the performance of the substitute should complete Substitute Evaluation Form #1. In the event the substitute's performance is unsatisfactory, a copy of the negative report will be mailed to the substitute. The administrator should meet with the substitute to discuss the evaluation **before** sending Form #1 to Human Resources.
3. If the administrator determines that the substitute should be removed from the school's list, s/he will complete Substitute Evaluation Form #2 and the substitute will be notified accordingly. The administrator should meet with the substitute to discuss the evaluation **before** sending Form #2 to Human Resources. (See Appendices E and F.)
4. Prior to completing Evaluation Form #1 or #2 regarding the performance of a substitute teacher, the administrator should review the Substitute Teacher's Report to determine if there were any circumstances that may have limited the substitute teacher's performance in the assignment. (See Appendix C.)
5. The administrator may request that additional observations of the substitute be completed by a member of the administrative staff.
6. In the event a substitute receives two (2) negative observation/evaluation reports from principals and/or supervisors, requesting that he/she be removed from their schools, the substitute will be removed from the Paramus District list of approved substitutes. If a decision has been made to remove a substitute from the list, the Office of Human Resources will notify the substitute in writing. A conference may be requested to discuss the reasons for the decision.
7. Substitute teachers assigned to long-term assignments (22 or more consecutive days for one teacher) should be observed by the building principal or his/her designee.

8. The Office of Human Resources will retain all forms and records necessary for the implementation and maintenance of this process for evaluating substitutes.

X. EARNED SICK LEAVE POLICY

A. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

https://docs.google.com/document/d/1pgPPruDxHi2lERbpJ3VxUZehnZrMTqQ_xBYXSq5K68U/edit

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer **will not** provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer **will not** permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.
 - a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.
 - b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave **beginning on the 120th calendar day after the employee commences employment.**

B. To use accrued sick hours:

1. Substitute must provide doctor's documentation.
2. Substitute must have been previously scheduled to work on that given day.

Note: Full day substitute hours are 6.5 hours. Sick hours are accrued accordingly based on the full/half day number of hours a substitute actually works.

XI. **HELPFUL HINTS FOR THE SUBSTITUTE TEACHER**

(Note that many of these hints apply to all substitute positions)

- A. Be an informed substitute; know the school rules.
- B. Use dispatch in getting the class to work.
- C. Write directions on the board; this will be a great help in the orderly beginning of the day's work.
- D. Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable means of pupil control.
- E. Use positive rather than negative requests and suggestions.
- F. Expect respect and cooperation; be respectful of student opinions.
- G. Have a positive, enthusiastic attitude toward the assignment.
- H. Fairness and careful follow-through are invaluable in maintaining good classroom order.
- I. Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise pupils as they enter and leave the classroom. Stand at the door and meet them in a friendly manner (smile).
- J. Be organized!
- K. Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks." Be more than a "babysitter."
- L. Immediately establish your behavior expectations.
- M. Speak with the principal before contacting parents about a student's performance or behavior.
- N. Whenever possible, avoid an open clash with the student(s). Kindness and sympathy, linked with firmness, is a far better way of maintaining class control.
- O. Ask disruptive students to step outside the door so you can talk to them. This has a quieting effect on the other students.
- P. Be calm. This is particularly true when working with intermediate/middle school students. If you do lose your temper, calm down as soon as possible.
- Q. Keep the students working on assignments.

XII. **APPENDICES**

- A. Map of Paramus
- B. Accident and Fire Drill Procedures
- C. Substitute Teacher's Report
- D. Corporal Punishment Statute
- E. Substitute Evaluation Form #1
- F. Substitute Evaluation Form #2
- G. Policy No. 4121, Substitute Teachers