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Policy 3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the district that teaching staff member positions created by the Board be filled with highly qualified and competent teaching staff members.

The Superintendent shall recruit, screen, and recommend to the Board suitable candidates for district employment. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district. Approval shall be given only to those candidates for employment recommended by the Superintendent.

The Superintendent may appoint a person to fill a sudden vacancy, subject to ratification of that action by the Board at the next Board meeting, and may appoint substitute teachers in accordance with this policy.

In order to qualify for a teaching staff member position a candidate must

1. Possess a standard certificate issued by the New Jersey State Board of Examiners with an endorsement appropriate to the position he or she is to fill or
2. Have qualified and applied for such a certificate or
3. If applying for employment as principal by an alternate route, qualify for the provisional certificate for admission to the Principal Residency Program or
4. If applying for his or her first teaching position, possess a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing for issuance of a provisional instructional certificate or
5. In the event extenuating circumstances prevent the Board from recruiting a suitable certified candidate in those endorsement areas permitted by State Board rules, possess an emergency certificate appropriately endorsed.

The Superintendent shall require visual proof of any candidate's certification or pending application for certification.

No person will be employed as a teaching staff member who has not submitted notification from the Commissioner of Education of his or her qualification for employment following a criminal history record check, except that a person who has applied for the criminal history record check and has submitted to the Commissioner a sworn statement that he or she has not been convicted of a crime or disorderly persons offense may be provisionally employed for up to six months pending notification. The

Superintendent will require evidence of the sworn statement from any applicant who has not received the Commissioner's notification of his or her qualification for employment.

A teaching staff member's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board to constitute grounds for dismissal.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

Substitute teachers

The Board will employ substitutes for absent teachers in order to insure continuity in the instructional program and will annually approve a list of substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

The Superintendent may select substitutes from the list approved by the Board to serve in the place of an absent teacher who retains an entitlement to a regular position. The Superintendent may employ, subject to ratification by the Board at the next meeting of the Board, substitutes who have not received the prior approval of the Board when no approved substitute is available.

Preference will be given to substitutes who are fully certified in the area for which they are engaged. A substitute who holds a county substitute certificate or a regular certificate without appropriate endorsements shall serve no more than twenty consecutive days in the same position.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted, the instructions of the principal. A substitute may not plan or direct an instructional program except as expressly permitted by the Superintendent.

Short term substitute teachers shall be compensated by a two-step per diem wage established annually by the Board and will receive no other benefits.

Payment of the four step per diem wage will be retroactive to the first day of substitute service in the same position.

A long-term substitute teacher (a substitute who has been employed to replace a teaching staff member who will be absent for more than twenty days) will be employed under contract in order to insure continuity of instructional services and will be compensated at the appropriate experience and education step of the salary guide from the first day of

service in that position. Any such contract offered will clearly state that employment is as substitute for a regular teaching staff member.

Service as a substitute will not count toward the accrual of tenure or seniority.

Summer school teachers

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in the summer school program established for this district. The Board will employ only those candidates recommended by the Superintendent.

Primary consideration will be given to candidates for summer school employment who are employed in this district.

Service as a summer school teacher will not count toward the accrual of tenure or seniority.

Athletic coach/trainer

The Board authorizes the Superintendent to recommend the employment of qualified coaches and trainers for the district interscholastic and intramural athletic programs. The Board will employ as athletic trainers only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to the pupils they coach.

An athletic trainer whose duties include the preventing and management of athletic injuries of pupil athletes will be designated an athletic trainer and must be registered by the State Board of Medical Examiners as an athletic trainer.

The Superintendent shall advertise a vacancy in an athletic coaching/training position by posting notice of the vacancy in this school district and by simultaneously advertising the vacancy by appropriate means throughout the district. The Superintendent may thereafter recommend to the Board the employment of any qualified candidate for the athletic training position who possesses a certification from the National Athletic Trainers Association and is registered as an athletic trainer by the New Jersey State Board of Medical Examiners.

In the event that no qualified, fully certified candidate applies for the position, the Superintendent may recommend to the Board a candidate who is the holder of a certificate, provided that the Superintendent has demonstrated to the County Superintendent that the vacant athletic coaching position has been advertised and no qualified, fully certified candidate has applied for the position; the Superintendent has attested in writing to the County Superintendent the prospective employee's knowledge and experience in the field; and the County Superintendent has approved the employment of the candidate.

An athletic coach/trainer employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He or she shall be paid the stipend that would be paid to a district employee in the same position and shall be supervised by the Athletic Director. No out-of-district athletic trainer shall be eligible for tenure or for employment benefits.

N.J.S.A. 18A:6-5 et seq.; 18A:16-1;
18A:26-1 et seq.; 18A:27-1; 18A:27-4;
N.J.A.C. 6:8-3.2; 6:11-3.1;
6:11-4.2 et seq.; 6:11-5.1 et seq.;
6:29-3.3

Adopted: 11 June 1997