

METUCHEN PUBLIC SCHOOLS

SUBSTITUTE

TEACHER

HANDBOOK

August 2010

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METUCHEN BOARD OF EDUCATION

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Superintendent of Schools

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Business Administrator/Board Secretary

Paul Pineiro 732-321-8700 ext. 1000
Director of Curriculum

Robert Capra 732-321-8700 ext. 1006
Supervisor of Special Services

Metuchen Board of Education
16 Simpson Place
Metuchen, NJ 08840
(732) 321-8700

FORWARD

The purpose of this handbook is threefold:

- A. To recognize substitute teachers for their significant contributions to the daily operation of the schools.
- B. To provide answers to questions substitute teachers might have concerning their teaching assignments.
- C. To enhance substitute teaching so that it is a satisfying and enjoyable experience for substitutes, and educationally productive for the students.

WELCOME

The administration, teachers and students of the Borough of Metuchen welcome you. We are thankful for your contributions to the district's schools and to our children. It is our pleasure to include you as a member of the faculty of the Metuchen Public Schools.

Substitute teacher general questions:

Please make all inquiries to Barbara Zaneto, Personnel Coordinator (732) 321-8700 ext. 1015

Questions regarding specific assignments:

Please call Judy Kurabinski, Substitute Caller (732) 549-2949

METUCHEN PUBLIC SCHOOLS

School

Address

Moss School

(Grades Pre-K – Kindergarten)
Paul Pineiro, Principal
Marilyn Miller, Secretary

16 Simpson Place
Phone: 732-321-8700 ext. 1000
Email: ppineiro@metboe.k12.nj.us
Email: mmiller@metboe.k12.nj.us

Campbell School

(Grades 1 – 4)
Florence Carter, Principal
Diane Neiss, Secretary

24 Durham Avenue
Phone: 732-321-8777
Email: ftcarter@metboe.k12.nj.us
Email: dneiss@metboe.k12.nj.us

Edgar Middle School

(Grades 5 – 8)
Kathryn Glutz, Principal
Donna Ohlson, Secretary
Mike Knoth, Assistant Principal
JoAnn Rice, Secretary

49 Brunswick Avenue
Phone: 732-321-8770
Email: kaglutz@metboe.k12.nj.us
Email: dcohlson@metboe.k12.nj.us
Email: rknoth@metboe.k12.nj.us
Email: jrice@metboe.k12.nj.us

Metuchen High School

(Grades 9 – 12)
Bruce Peragallo, Principal
Susan LaFauci, Vice Principal
Charlene Nicholls, Secretary
Kathy Mallory, Secretary

400 Grove Avenue
Phone: 732-321-8744
Email: bperagallo@metboe.k12.nj.us
Email: smlafauci@metboe.k12.nj.us
Email: cnicholls@metboe.k12.nj.us
Email: ktmallory@metboe.k12.nj.us

REGULAR SCHOOL HOURS	ARRIVAL TIME FOR SUBSTITUTES	SCHOOL START TIME		CLOSE
Metuchen High School	8:10 a.m.	8:30 a.m.	-	2:45 p.m.
Edgar Middle School	7:40 a.m.	8:00 a.m.	-	2:31 p.m.
Campbell Elementary	8:05 a.m.	8:25 a.m.	-	2:55 p.m.
Moss School a.m. Kindergarten p.m. Kindergarten	8:25 a.m. 11:52 a.m.	8:45 a.m. 12:12 p.m.	- -	11:22 a.m. 2:49 p.m.
Moss School a.m. MIPP p.m. MIPP a.m. Early Learning Center p.m. Early Learning Center	8:33 a.m. 11:33 a.m. 8:33 a.m. 11:33 a.m.	8:53 a.m. 11:53 a.m. 8:53 a.m. 11:53 a.m.	- - - -	11:00 a.m. 2:00 p.m. 11:00 a.m. 2:00 p.m.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING DUE TO INCLEMENT WEATHER

In case of inclement weather, please call the Board of Education office main number (732-321-8700) or check the district website www.metuchenschools.org for information regarding delayed openings, the closing of schools, or early dismissals. This information will also be announced on radio station WCTC (1450 AM) and will be available on the following websites: www.wctcam.com and www.magic983.com.

If there is a delayed opening or early dismissal announced, the following schedule will be in effect:

	DELAYED OPENING ARRIVAL TIME FOR SUBSTITUTES	Delayed Opening School Hours	Early Dismissal
Metuchen High School	9:30 a.m.	9:50 a.m. - 2:45 p.m.	1:00 p.m.
Edgar Middle School	9:15 a.m.	9:35 a.m. - 2:31 p.m.	12:15 p.m.
Campbell School	9:40 a.m.	10:00 a.m. - 2:55 p.m.	12:40 p.m.
Moss School a.m. Kindergarten p.m. Kindergarten	9:45 a.m. 12:44 p.m.	10:05 a.m. – 11:50 a.m. 1:04 p.m. – 2:49 p.m.	10:20 a.m. cancelled
Moss School a.m. MIPP p.m. MIPP a.m. Early Learning Center p.m. Early Learning Center	9:45 a.m. 12:20 p.m. 9:45 a.m. 12:20 p.m.	10:05 a.m. - 11:50 a.m. 12:40 p.m. - 2:15 p.m. 10:05 a.m. - 11:50 a.m. 12:40 p.m. - 2:15 p.m.	10:20 a.m. cancelled 10:20 a.m. cancelled

METUCHEN PUBLIC SCHOOLS

2010-2011 School Calendar

September 1/2	Wednesday/Thursday	In-service	Closed
September 3/6	Friday/Monday	Labor Day	Closed
September 7	Tuesday	1 st day for students	
September 9/10	Thursday/Friday	Rosh Hashanah	Closed
November 2	Tuesday	Election Day/In-service	Closed
November 4/5	Thursday/Friday	NJEA Convention	Closed
November 24	Wednesday	Early Dismissal	
November 25/26	Thursday/Friday	Thanksgiving Recess	Closed
December 23	Thursday	Early Dismissal	
December 24/31	Friday/Friday	Winter Recess	Closed
January 17	Monday	MLK Birthday	Closed
February 18/22*	Friday/Tuesday	President's Weekend	Closed
April 18/25	Monday/Monday	Spring Recess	Closed
	Passover 4/19, Good Friday 4/22, Easter 4/24		
May 27	Friday	In-service	Closed
May 30/31*	Monday/Tuesday	Memorial Day	Closed
June 22	Wednesday	Last Day of School	

Make-up Snow Days: February 22, May 31, June 23

Student Days: 181

Staff Days: 185

Approved by Board of Education February 9, 2010

DIRECTIONS

Metuchen Board of Education and Moss School Directions

16 Simpson Place, Metuchen, NJ 08840

Garden State Parkway (North or South) to Exit 131 (Metuchen)

- At end of ramp, turn **RIGHT** onto **Rte. 27 South/Middlesex Ave.**
- At 4th traffic light, turn **LEFT** onto **Grove Ave.**
- Go through 1st traffic light (where Grove Ave. becomes Eggert Ave.) and at the next light, turn **RIGHT** onto **Amboy Ave.**
- The 6th block on the right is **Bounty Street** – turn **RIGHT**. Make the first **RIGHT** (wide driveway half way down Bounty); this will lead you to the parking lot behind the Moss School Building

NJ Turnpike (North or South) to Exit 10 (Metuchen)

- Stay to the left at the toll booths and follow **287 North**
- Take **Rte. 1 North exit**; follow Rte. 1 to the **2nd exit (Metuchen via Amboy Ave.)**
- Merge onto **Amboy Ave.**
- After 2nd traffic light, the 6th block on the right is **Bounty Street** – turn **RIGHT**. Make the first **RIGHT** (wide driveway half way down Bounty); this will lead you to the parking lot behind the Moss School Building

Rte. 287 South to Metuchen/ New Durham Exit – turn LEFT at end of ramp

- Follow **New Durham Rd.** through 2 lights, then at the bottom of the hill, bear 90° to the left on to **Rte. 27 North/Middlesex Ave.**
- At 2nd traffic light, turn **RIGHT** onto **Rte. 27 South/Lake Ave.**
- At 2nd traffic light, turn **LEFT** onto **Amboy Ave.**
- Go through the 1st light (crossing Main St.)
- The 3rd block on the left is **Bounty Street** – turn **LEFT**. Make the first **RIGHT** (wide driveway half way down Bounty); this will lead you to the parking lot behind the Moss School Building

Campbell School Directions

24 Durham Avenue, Metuchen, NJ 08840

Garden State Parkway (North or South) to Exit 131 (Metuchen)

- At end of ramp, turn **RIGHT** onto **Rte. 27 South/Middlesex Ave.**
- At 5th traffic light, turn **RIGHT** onto **Main Street.**
- Make the first **LEFT** turn (one way street) onto **Durham Avenue.**
- Campbell School will be on your right.
- You must continue around the block to access the parking lot.

NJ Turnpike (North or South) to Exit 10 (Metuchen)

- Stay to the left at the toll booths and follow **287 North**
- Take **Rte. 1 North exit**; follow Rte. 1 to the **2nd exit (Metuchen via Amboy Ave.)**
- Merge onto **Amboy Ave.**
- At the 2nd traffic light, turn **RIGHT** onto **Eggert Street.**
- Continue through next traffic light (where Eggert Street becomes **Grove Avenue**).
- Turn **LEFT** at the next traffic light onto **Rte. 27 South/Middlesex Avenue.**
- At the next traffic light, turn **RIGHT** onto **Main Street.**
- Make the first **LEFT** turn (one way street) onto **Durham Avenue.**
- Campbell School will be on your right.
- You must continue around the block to access the parking lot.

Rte. 287 South to Metuchen/ New Durham Exit – turn LEFT at end of ramp

- Follow **New Durham Rd.** through 2 lights, then at the bottom of the hill, bear 90° to the left onto **Rte. 27 North/Middlesex Ave.**
- At 3rd traffic light, turn **LEFT** onto **MAIN STREET.**
- Make the first **LEFT** turn (one way street) onto **Durham Avenue.**
- Campbell School will be on your right.
- You must continue around the block to access the parking lot.

Edgar Middle School Directions

49 Brunswick Avenue, Metuchen, NJ 08840

Garden State Parkway (North or South) to Exit 131 (Metuchen)

- At end of ramp, turn **RIGHT** onto **Rte. 27 South/Middlesex Ave.**
- At 5th traffic light, turn **LEFT** onto **Main Street.**
- Go through three traffic lights.
- Proceed on Main Street to **Brunswick Avenue.**
- Turn **RIGHT** onto Brunswick Avenue.
- **Edgar Middle School** is towards the end of the block on the left.
(Parking is available behind the building.)
- Proceed to the end of Brunswick Avenue. Turn **LEFT** onto **Lake Ave.**
Make the first **LEFT** into the Metuchen Municipal Pool Parking lot.

NJ Turnpike (North or South) to Exit 10 (Metuchen)

- Stay to the left at the toll booths and follow **287 North**
- Take **Rte. 1 North exit**; follow Rte. 1 to the **2nd exit (Metuchen via Amboy Ave.)**
- Merge onto **Amboy Ave.**
- At the 3rd traffic light make a **LEFT** turn onto **Main Street.**
- Proceed on Main Street to **Brunswick Avenue.**
- Turn **RIGHT** onto Brunswick Avenue.
- **Edgar Middle School** is towards the end of the block on the left.
(Parking is available behind the building.)
- Proceed to the end of Brunswick Avenue. Turn **LEFT** onto **Lake Ave.**
Make the first **LEFT** into the Metuchen Municipal Pool Parking lot.

Rte. 287 South to Metuchen/ New Durham Exit – turn LEFT at end of ramp

- Follow **New Durham Rd.** to the 2nd traffic light.
- At 2nd traffic light, turn **RIGHT** onto **Bridge Street.**
- Turn **LEFT** at the traffic light onto **Rte. 27 South/Middlesex Ave.**
- At the gas station turn **RIGHT** onto **Lake Ave.** (DO NOT FOLLOW THE BEND TO THE LEFT.)
- Continue straight on **Lake Ave.** a few blocks.
- You will see the football field and Edgar School on your left at the intersection of Brunswick Ave.
- **Continue on Lake Avenue.**
- Parking for the school is available in the Metuchen Municipal Pool Parking lot. Make a **LEFT** just after the football field.

Metuchen High School Directions

400 Grove Ave. Metuchen, NJ 08840

Garden State Parkway (North or South) to **Exit 131** (Metuchen)

- At end of ramp, turn **RIGHT** onto **Rte. 27 South/Middlesex Ave.**
- At 4th traffic light, turn **RIGHT** onto **Grove Ave.**
- Metuchen High School will be on your right.
-

NJ Turnpike (North or South) to **Exit 10** (Metuchen)

- Stay to the left at the toll booths and follow **287 North**
- Take **Rte. 1 North exit**; follow Rte. 1 to the **2nd exit (Metuchen via Amboy Ave.)**
- Merge onto **Amboy Ave.**
- At the 2nd traffic light, turn **RIGHT** onto **Eggert Street.**
- Continue straight through the next traffic light where Eggert St. becomes **Grove Avenue.**
- Proceed on Grove Ave. through the intersection of Grove Ave. and Rte. 27/Middlesex Ave.
- Metuchen High School will be on your right.

Rte. 287 South to Metuchen/ New Durham Exit – turn **LEFT** at end of ramp

- Follow **New Durham Rd.** through 2 lights, then at the bottom of the hill, bear 90° to the left onto **Rte. 27 North/Middlesex Ave.**
- At 4th traffic light, turn **LEFT** onto **Grove Ave.**
- Metuchen High School will be on your right.

SUBSTITUTE REQUIREMENTS, RATES, ASSIGNMENTS and GENERAL INFORMATION

REQUIREMENTS

• Certification

All substitute teachers must hold NJ teacher certification (Standard Certificate, Certificate of Eligibility with Advanced Standing, Certificate of Eligibility) or NJ Substitute Teacher Certification.

The requirements for obtaining NJ Substitute Certification are as follows:

- Criminal History Clearance (Current fee: \$80.25)
- 60 College Credits
- Application form and Oath of Allegiance (Current fee \$125 for a renewable 5 year certificate.)
- Employment Eligibility (I-9 Form)

Please see Barbara Zaneto in the Central Office for all paperwork.

• Criminal History Background Review

Pursuant to N.J.S.A. 18A:6-7 et seq., all employees of a public school district must submit to a Criminal History Background Review. The law is effective for all employees hired by the district after October 8, 1996.

Substitutes in our employ prior to October 8, 1996 are not required to undergo a Criminal History Review, provided there is no break in service.

As long as a district is annually rehiring a substitute, and there is no break in service, there is no need for an individual to apply for a Criminal History Review every year.

When applying to be a substitute in the Metuchen School District, If the substitute is also actively working for another district and has completed the Criminal History Review for that district there is no need to complete the process again. A copy of the Criminal History clearance letter must be presented and we will verify with the other district that the substitute is in fact actively employed in their district.

- **Hours and Conditions of Work**

1. A substitute is entitled to a full day's pay if he/she agrees to work for a specific teacher for a given full day and arrives at school with the intention of fulfilling that assignment. All substitute teachers shall receive a lunch period equal to that of the teacher they replace.
2. The principal has the authority to change the assignment of a substitute upon arrival.
3. No substitute teacher shall be asked to assume the responsibility of accompanying a field trip unless the substitute is notified in advance of such a request and voluntarily wishes to do so.
4. In the event a substitute teacher is to be evaluated, it shall be done with his or her full knowledge. The evaluation shall be subjective or objective in nature and a copy shall be furnished to the substitute. The original copy will be signed by the substitute as evidence of his knowledge thereof.
5. All persons hired as substitutes by the Board shall be given, before the start of the year, an orientation program.

- **Salary Information**

The following pay scale shall apply to all per diem substitute teachers during the 2010-11 school year:

County/NJ Certified Substitute Teachers - \$75.00/day

NJ Certified Teachers (Standard Certificate, Certificate of Eligibility with Advanced Standing or Certificate of Eligibility - \$80.00 day

If you were hired with a Substitute Certification and then obtain a NJ Teacher Certification as mentioned above, please provide a copy of your new certificate to Barbara Zaneto in the central office and your rate of pay will be adjusted.

Substitute teachers are paid twice monthly on the 15th and the 30th of each month. The substitute payroll is one pay period behind. For example all days worked in a month from the 1st of the month through the 15th are paid in the payroll issued on the 30th of the month. Checks are mailed to the home address of the substitute teacher.

- **Long Term Substitutes**

1. A Long Term Substitute shall be any substitute replacing a regularly employed teacher whose position has become temporarily vacant and has been or is expected to remain vacant for a period of twenty (20) or more consecutive days. A long term substitute must hold NJ Teacher Certification (Standard Certificate, Certificate of Eligibility with Advanced Standing or Certificate of Eligibility).

2. A Long Term Substitute shall be compensated at the regular contractual rate of pay for a first year teacher at the first step on the current salary guide. Said pay shall begin on the 21st consecutive day of the long term assignment.
3. Sick Days - One (1) day for each month of permanent substituting for the same teacher up to ten (10) sick days per year shall be paid for such earned sick days when absent due to illness. Sick days shall not be cumulative.

IN ADDITION, PLEASE NOTE:

- **Preparation Time**

On most days teachers have a 40 minute preparation period. Please check individual school rules as to whether or not the substitute is expected to remain in the building during this time.

- **Assignments**

Substitute teachers are placed by the sub caller on a rotation basis to meet the needs of the District.

Whenever possible the sub caller will arrange coverage for teacher absences in advance, such as planned absences for personal days, professional days and/or field trips. However, last minute absences will occur when teachers call in sick. In such cases you may receive a call the night before or very early in the morning. Please return calls to the sub caller in a timely manner so that assignments can be confirmed.

Do not accept future assignments directly from teachers or school office staff without clearing with the sub caller. In many cases she may have already confirmed these assignments with another substitute teacher.

EQUAL EMPLOYMENT OPPORTUNITIES

The following information is included in The Board of Education's Policy on Equal Employment Opportunities

The Board of Education shall, in accordance with law, guarantee equal employment opportunity in the schools of this district.

Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability. (Policy 1530)

The Board-designated affirmative action officer shall identify and recommend correction of any existing inequities and any that occur in the future.

Sexual Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. This includes but is not limited to sexual harassment. Administrators and supervisors shall make it clear to all staff, students, vendors, and volunteers that harassment is prohibited. (Policy 3362)



GENERAL SUMMARY STATEMENT

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

The Metuchen Board of Education ("Board") will not tolerate any form of discrimination against an individual on any basis protected by federal, state or local law, including **but not limited to**, race, religion, national origin, age, sex or disability. Refer to Board Policies 1550 and 2260.

The Board is also committed to providing a learning and work environment that is free of unlawful harassment, including sexual harassment and harassment based on any of the protected characteristics identified above. Refer to Board Policies 5751, 3362, and 4352.

It shall be a violation of Board policy for any student or employee to unlawfully discriminate or harass another student or employee. If you believe that you have been unlawfully discriminated against or harassed, the Board strongly encourages you to report the incident(s) and file a complaint, using the form available from the principal of each school building or available at the Board of Education office located in the rear of Moss School. Use of the reporting form is not mandated, and oral reports shall be considered complaints. The Board strictly prohibits any form of retaliation against a student or employee for filing a complaint.

As a general matter, the building principal is the individual responsible for receiving oral or written reports of discrimination and/or harassment. All school personnel (other than the principal) who receive either an oral or written complaint of discrimination and/or harassment shall inform the building principal immediately. If you believe that you have been unlawfully discriminated against or harassed, you may also report the incident(s) directly to another District Administrator or the Affirmative Action Officer (Kathy Glutz).

The Board shall undertake a prompt and thorough investigation of all complaints of discrimination and/or harassment, and will discipline or take appropriate action against any individual found to have violated the Board's anti-discrimination or Board's anti-harassment policies. An act of harassment that appears to constitute abuse shall also be immediately reported to the Division of Youth and Family Services for investigation by that agency.

PROCEDURES

Sign In

Substitutes are expected to be at school at least 20 minutes before the start of school. You should report to the main office for detailed information regarding the school's procedures and your specific assignment. Be sure to sign in and out on the substitute attendance sheet in the main office.

General

- Substitute badges should be worn and visible at all times. Return badges to the office at the end of the day.
- Do not eat in the classrooms – there are students with severe food allergies.
- While working as a substitute teacher it is your responsibility to monitor the students at all times: do not use your cell phone for talking or texting; you should not be reading the newspaper, knitting, or using school computers for personal use, etc.

Daily Plans

All per diem substitutes should be provided with a substitute packet from the teacher that he/she is replacing. These plans, which are normally found in the main office of each school, should include seating charts, time schedules, special activities, etc. If this cannot be located, please contact the secretary for emergency plans. Please check for any health problems or special needs of students. If in doubt, see the nurse.

The teacher's lesson plans must be followed. Please do not substitute your own plans or videos. If there is another regular teacher in the classroom, defer to them.

Student Attendance/Lunch Count

Substitute teachers will take an accurate record of attendance using attendance cards or the attendance sheet. If you cannot find an attendance sheet or cards please provide a list of students in the class or have students sign in. Elementary substitutes will complete a lunch count form. Please check the menu for daily selections.

Opening Exercises

In some schools students will participate in opening exercises as explained in the teacher's plans. Be sure to allow time for these exercises.

Fire and Emergency Drills

Instructions for emergency and fire drill procedures are posted in each classroom. Substitutes should become familiar with these rules so they are prepared to handle emergency situations. It is important that you bring attendance sheet/cards or grade book with you to verify class number. Students are expected to behave in an orderly and quiet manner.

Additional Duties

Check at the school office, and in the plan book or schedule sheet that is provided, to determine if there are any duties for which your teacher may be responsible on that day or for that week. You will be expected to carry out the responsibilities of the teacher you are replacing.

Class Traffic

If your class is scheduled to move to another area as a group, you are to accompany that class. The students should move quickly and quietly through the halls.

Collections

If your students submit anything - lunch tickets, money, return notices, etc. - note carefully what you accept, and send it to the office as quickly as possible.

Lunch

A substitute may purchase a hot or cold lunch each day (not available at Moss School) - a daily menu is available in the office. Office personnel can advise you on how to order each day. Most schools have provisions for coffee or a soft drink that you may purchase.

Student Supervision

Students must be accounted for at all times. You must never leave students in a room unattended. Students are not to be sent on trivial or personal errands.

Students are not to be sent to the nurse's office unaccompanied. In the case of a serious illness or you suspect a student may be "under the influence" or a student is displaying disrespectful and inappropriate behavior, call the office for assistance.

If you have any questions or concerns about a child who is out of the room call the office.

Student Release

Students may not be released from school, under any circumstances, without specific knowledge and approval of the principal or his/her designee. Students must remain in the classroom until the bell rings. Do not release students early or allow them to wander the halls.

End of Day

The regular teacher will appreciate a note of some kind. List the work covered or omitted, and any problems that occurred. Of course, the teacher will be pleased to read of any particular successes, or any students who were particularly cooperative or helpful.

TEACHING TIPS

Praise the students for:

1. Cooperating
2. Following directions
3. Asking questions when unsure
4. Participating in a class discussion
5. Sharing
6. Being sensitive to others' feelings
7. Staying on task
8. Participating in a group activity
9. Demonstrating a positive attitude
10. Giving one's best effort

When you have concerns or questions do not hesitate to ask for help! Go to another teacher for assistance. In the event a teacher is not available, call the main office and ask for help from an administrator.

DISCIPLINE

These are some general techniques that serve well for any teacher:

1. Students will be comfortable and responsive if they have a sense of direction. Be prepared to: (a) identify yourself; (b) state reasonable expectations; (c) start work immediately, (d) keep students busy and (e) follow a plan.
2. Move around the room, this will increase supervision, and eliminate the need to raise your voice.
3. Your authority with students will be reinforced through your effectiveness as a teacher. Try to anticipate and avoid needless confrontations. Exercise caution in making accusations, and be careful in assessing responsibility for incidents.
4. Be aware of student traffic in and out of the room. Monitor the amount of time a student spends away from the class. Try to determine the real need for a student to leave your classroom.
5. Minimize student movement or physical activity as much as possible. This is applicable in or out of the classroom.
6. The most important factors for a successful day may be for you to demonstrate a genuine interest in the class, the work the children are doing, and the individual students.

EVALUATION OF SUBSTITUTE TEACHER PERFORMANCE

Substitute teachers will be observed periodically using the approved forms that follow. All observations/evaluations will be followed by an administrative conference.

METUCHEN PUBLIC SCHOOLS
SUBSTITUTE TEACHER OBSERVATION FORM

Name	_____	School	_____
Assignment	_____	Certificate Held	_____
Per Diem	_____	Date of Observation	_____
Long Term	_____	Time:	_____

General Description of Learning Activity:

Special Conditions for or Constraints on Teaching:

Signed:

Substitute

Date

Signed:

Observer

Date

Teaching Proficiencies:

For each proficiency, circle the appropriate number:

1. Unsatisfactory ←—————→ 5. Outstanding

PLANNING & PREPARATION						
Lesson Plans	Follows plans provided by regular teacher.	1	2	3	4	5

ORGANIZATION & CLASSROOM MANAGEMENT						
Class Management	Expectations for appropriate behavior are shared.	1	2	3	4	5
Discipline	Discipline is consistent and fair.	1	2	3	4	5
Lesson Presentation	The teacher speaks distinctly and provides clear instructions.	1	2	3	4	5
Communication Techniques	Active student participation is encouraged.	1	2	3	4	5
Use of Class Time	Instructional time is used to advantage. An effective classroom routine is maintained.	1	2	3	4	5

TEACHER-STUDENT INTERACTION						
Teacher-Student Relationship	A positive teacher-student relationship is evident.	1	2	3	4	5

Additional Evaluator Comments/Recommendations:

Teacher Comments:

CLOSING

We welcome you to Metuchen Public Schools and are pleased that you have chosen to seek employment as a substitute teacher in our school district. Our district provides a positive learning environment for students and will also provide you with educational experiences to increase your professional growth.