

Old Bridge Township Public Schools

SUBSTITUTE TEACHER HANDBOOK



Old Bridge Township Public Schools

Old Bridge Township Board of Education

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FORWARD

The purpose of this Substitute Teacher 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 that substitutes' 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 Old Bridge Township welcome you. We are thankful for your contributions to the district's schools and to our children. It is our pleasure to welcome you as a member of the faculty of the Old Bridge Public Schools.

The Automated Educational Substitute Operator system (AESOP) is accessible to substitute teachers hired by Old Bridge Township Public Schools. Information referencing the operation of the AESOP system is enclosed on page 31, 39.

MISSION STATEMENT

Recognizing that each person has an inherent worth, it is the mission of the Old Bridge Public Schools to empower each student to learn to achieve success and to become a confident, productive member of a pluralistic, global society prepared to face the challenges of the 21st Century.

We believe that:

- Learning is a lifelong process.
- All children can learn.
- Education is a shared responsibility among the schools, the child, the family and the community.
- All students are entitled to a safe, supportive learning environment.
- Self- esteem is necessary for successful learning.
- The development of curriculum is an on-going and cyclical process.
- The District should provide a dynamic curriculum that recognizes the various needs and learning styles of our students.
- An appreciation of the arts and humanities enhances the education of the whole child.
- All students should be taught to appreciate and respect the cultural differences in our society.
- All students are worthy of educational opportunity, respect, tolerance and fairness.
- Schools should prepare students to function successfully in society.
- All children should be encouraged to rise to their highest level of achievement.

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OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS:

- 1. A valid New Jersey teaching certificate or a substitute teacher's certificate (minimum of 90 college credits) obtained from the Executive Superintendent's office**
- 2. Demonstrates familiarity with district philosophy, programs and policies**
- 3. Ability to work with children and communicate effectively**
- 4. Such other qualifications of academic, professional and personal excellence as the Old Bridge Township Board of Education may specify**

REPORTS TO: Principal and/or designee or other appropriately certificated supervisor as designated by the Board of Education.

JOB GOAL: To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher in accordance with the school's curriculum

PERFORMANCE RESPONSIBILITIES:

- 1. Creates an atmosphere through personal example and positive relationships with students which motivate learning.**
- 2. Reports to the Principal and/or Main office at least fifteen (15) minutes before the official school opening.**
- 3. Reviews all available materials left by the teacher including plan book, special plans and the substitute folder.**
- 4. Follows teacher's schedule and lesson plans as assigned. Follows policies established by the regular teacher and/or school whenever possible.**
- 5. Assumes responsibility for supervising pupil behavior in class and during other assigned periods.**
- 6. Demonstrates skill in organizing classroom activities.**
- 7. Cooperates in a professional manner with all building staff.**

8. Writes a report at the end of the day about work completed and leaves it for the regular classroom teacher with a copy to the Principal.
9. Remains in the building until official school closing for teachers.
10. Reports to the building Principal and/or Main office at the completion of the teaching day and verifies whether or not his/her services will be required on the next teaching day.
11. Is prepared to develop and adjust plans as the need arises.
12. Provides individual and class instruction.
13. Monitors student's progress and evaluates the student's achievement as appropriate.
14. Encourages each student to seek knowledge, ask questions and grow in self-knowledge and self-discipline.
15. Takes adequate measures to insure the health, safety and welfare of students.
16. Reports individual pupil's progress to the regular teacher and, in cases of extended substitute assignment, to parents and school personnel.
17. Assists the administration in implementing district and school rules governing behavior and conduct.
18. Maintains reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
19. Strives to maintain and improve professional competence and provides for his/her own professional growth.
20. Complies with school policies and procedures as provided by the Board of Education and, when appropriate, assists in their development or revision.
21. Perform such other duties as may be assigned by the Superintendent or designee.

ILLUSTRATION OF KEY DUTIES:

1. Maintains, with assistance from pupils, a functional and attractive environment for learning.
2. Efficiently utilizes books, instructional aids and supplies to the extent possible.
3. Insures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
4. Administers group standardized tests in accordance with district and school testing programs when necessary.

5. **Contributes to curricular and other developmental programs within the school or on district level as needed.**
6. **Is prepared to work with aides, teacher assistants and other para-professionals as assigned.**
7. **Utilizes a variety of materials, resources and techniques to stimulate the maximum growth of each student within his capabilities.**
8. **Is prepared to use subjective and objective criteria on an ongoing basis to evaluate student progress if necessary.**
9. **Provides supervision and control over the conduct of students in one's classroom and works together with fellow staff members and administrators in maintaining a high level of discipline throughout the school.**
10. **Is punctual and, in cases of extended assignment, is prepared to participate in school meetings and activities.**
11. **Is prepared to follow through on teacher assignments and, in cases of extended assignment, shows written evidence of preparation upon request of supervisor.**
12. **Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.**
13. **Maintains accurate, complete and correct records as required by law, district policy and administrative regulations; e.q., attendance, student grades and, in case of extended assignments, report card grades.**
14. **Seeks the assistance of district specialists as needed to attempt to remediate learning social difficulties exhibited by assigned students whenever necessary.**
15. **Performs other duties which are within the scope of employment and certifications as may be assigned by supervisor (s) under authority of the Board of Education.**

TERMS OF EMPLOYMENT:

When the need arises. Per Diem rates currently established by the Old Bridge Township Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of certified personnel.

PROPOSED:
APPROVED:

REVISED:

Legal References:

N.J.S.A. 18A:6-7.1
Through .7.5

Criminal history record

N.J.S.A. 18A:16-1

Officers and Employees in general

N.J.S.A. 18A:16-2

Physical Examinations; requirements

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

DISCIPLINARY PROCESS

Substitutes are reviewed by building administrators on a case-by-case basis for unsatisfactory performance based on feedback from classroom teachers, administrators, etc. The review is based on the following criteria:

- **Professional Qualities**
 - **Skill in Teaching**
 - **Knowledge of Subject Matter**
 - **Success with pupils**
 - **Punctuality**
 - **Sensitivity to students**
- **Classroom Procedures**
 - **Resourcefulness**
 - **Behavior Management**
 - **Skill conducting lessons**
 - **Teaching technique at this grade level**
 - **Following Lesson Plans**
- **Personal Characteristics**
 - **Attitude towards students**
 - **Personal appearance**
 - **Poise and self-control**

In the event there is a display of unsatisfactory behavior, the attached evaluation form will be completed by a building administrator and submitted to the Office of Human Resources within three days of the date of service. A letter will be sent to the substitute regarding the observation.

Substitutes who receive partially effective review will receive either a warning; may be blocked from working at a specific school, or may be immediately removed from the approved substitute list, at the discretion of the administrator.

Please Don't

- **Do not violate the confidentiality of information concerning students or staff members.**
- **Use personal cell phones while students are present.**
- **Take pictures of any students without prior written permission from their parents, it is unlawful.**
- **Touch the students or verbally demean them in any way. Do not yell at students or threaten them with punishments. Do not criticize students or their work. If a student is giving you difficulty, notify the Main Office via the intercom/phone and an administrator will assist you.**
- **Read a book, magazine, or newspaper in the classroom.**
- **Be late for assignments.**
- **Leave the building without checking in with the secretaries.**

EXPECTATIONS

What is expected of you as substitute

- **Once you accept an assignment, be sure to follow through and complete the assignment.**
- **Accept assignments whenever possible. Continuous refusals will affect the number of assignments offered to you.**
- **Appropriate professional dress and demeanor are required for this professional responsibility (No sneakers, jeans, mini-skirts, etc.).**
- **Arrive 15 minutes before school begins and sign in at the main office.**
- **You will need to review all emergency procedure information upon entering the school for your assignment. Review all evacuation locations as well as fire drill and lock down protocols.**
- **During Prep (Free) Periods, when you do not have students in your class, please go to the Main Office to ask if they need assistance with anything during that “free period.”**
- **Carry out to the best of your ability the responsibilities of the person in whose position you are working. This includes following the teacher's plans that were left for you carefully and completely. You will also be expected to cover any other extra duties of the teacher - before school, lunch, and/or after school.**
- **Be directly responsible to the principal in the building to which you are assigned.**
- **Leave a brief report on the enclosed form of the day's activities for the regular classroom teacher. You may mention how the students may have reacted to the assignment, any behavioral or disciplinary problems, etc. Positive feedback of your experiences that day are of course always welcome.**
- **Leave the classroom neat and orderly at the close of each day.**
- **Only use school property for school business i.e. computers, phones, gym equipment etc.**

- **Be receptive to teachers who try to assist you.**
- **Be positive with students, office personnel, and staff.**
- **Circulate around the classroom to monitor students' progress and to provide assistance when needed.**
- **If a student is using a cell phone, I-Pod or I-Pad during class, have them turn it over to you and turn it into the Main Office with the name of the owner attached.**
- **Do not leave sooner than 15 minutes after the students are dismissed.**

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Elementary Principal	Address	Telephone	
Carpenter	Mr. Christopher Mc Cue	1 Par Avenue, Old Bridge	360-4452
Cooper	Ms. Cathy Gramata	160 Birchwood Dr. Cliffwood Beach	290-3881
Glenn	Dr. James Tuohy	185 Cindy Street	360-4461
Grissom	Dr. Anthony Arico	1 Sims Avenue, Old Bridge	360-4481
Madison Park	Mr. John Daly	33 Harvard Road, Parlin	360-4485
McDivitt	Ms. Laurie Anne Coletti	1 Manny Martin Way, Old Bridge	360-4512
Memorial	Dr. Raymond Payton	11 Ely Avenue, Laurence Harbor	290-3876
Miller	Dr. Kimberly Giles	2 Old Matawan Rd., Old Bridge	360-4590
Schirra	Mrs. Courtney Lowery	1 Awn Street, Old Bridge	360-4495
Shepard	Mr. Joseph Marinzoli	33 Bushnell Road, Old Bridge	360-4499
Southwood	Mrs. Karen A. Foley	64 Southwood Drive, Old Bridge	360-4539
Voorhees	Dr. Thomas Ferry	11 Liberty Street, Old Bridge	360-4544

Middle Schools

Jonas Salk	155 West Greystone Road, Old Bridge, NJ 08857	
	Mr. William Rezes, Principal	360-4519
	Ms. Deidre Kubicke, Vice Principal	360-4524
	Mr. Jason Lynch, Vice Principal	360-4523
Carl Sandburg	3439 Route 516, Old Bridge, NJ 08857	
	Dr. Martha Simon, Principal	360-0505
	Dr. Kenneth Londregan, Vice Principal	360-4404
	Ms. Angela Ziemba, Vice Principal	360-4406

Ellen McDermott Learning Center (GNC)

4205 Route 516, Old Bridge, Matawan, NJ 07747
Mr. Timothy Dolan, Principal 290-3890

Main Campus

4209 Route 516, Matawan, NJ 07747

Mr. Vincent Sasso, Principal 290-3905
Ms. Sally Fazio, Vice Principal 290-3902
Mr. James Oliveri, Vice Principal 290-3903
Mr. Richard Masarik, Vice Principal 290-3900

School Hours

PreSchool Hours

Regular Day (AM)	8:50 am – 11:15 am
Regular Day (PM)	12:50 pm – 3:15 pm
Full Day	8:50 am – 2:00 pm
Delayed Opening (AM)	10:50 am – 12:50 pm
Delayed Opening (PM)	1:15 pm – 3:15 pm
Delayed Opening - Full Day	10:50 am – 2:00 pm
Early Dismissal (AM)	8:50 am – 10:50 am
Early Dismissal (PM)	11:15 am – 1:15 pm
Early Dismissal - Full Day	8:50 am – 12:15 pm

Tuition PreSchool Hours

Regular Day (AM)	8:50 am – 11:15 am
Regular Day (PM)	12:50 pm – 3:15 pm
Full Day	8:50 am – 3:15 pm
Delayed Opening (AM)	10:50 am – 12:50 pm
Delayed Opening (PM)	1:15 pm – 3:15 pm
Delayed Opening - Full Day	10:50 am – 3:15 pm
Early Dismissal (AM)	8:50 am – 10:50 am
Early Dismissal (PM)	11:15 am – 1:15 pm
Early Dismissal - Full Day	8:50 am – 1:15 pm

Elementary School Hours

Regular Day (Grades K-5)	8:50 am – 3:15 pm Instruction begins at 9:00 am
Delayed Opening (Grades K-5)	10:50 am – 3:15 pm Lunch will be served
Early Dismissal (Grades K-5)	8:50 am – 1:15 pm Lunch will be served

Middle School Hours

Regular Day (Grades 6-8)	8:05 am – 2:40 pm
Delayed Opening (Grades 6-8)	10:05 am – 2:40 pm Lunch will be served
Early Dismissal (Grades 6-8)	8:05 am – 12:05 pm Lunch will be served

High School Hours

Regular Day (Grades 9-12)	7:35 am – 2:06 pm
Delayed Opening (Grades 9-12)	9:35 am – 2:06 pm Lunch will be served
Early Dismissal (Grades 9-12)	7:35 am – 11:42 am Lunch will be served

***Due to the back up traffic on Route 516 for High School, you must plan to arrive early.**

In case of inclement weather, radio station WCTC AM - 1450 and WMGQ FM - 98.3, Twitter, Channel 12 will announce if schools will be closed for the day or a delayed opening will be implemented.

DIRECTIONS

Carpenter Elementary

(732) 360-4452

Route 9 to Throckmorton Lane follow to the end. At stop sign make left onto Cindy Street then first right onto Par Avenue.

Cooper Elementary

732) 290-3881

Route 34 to Morristown Road between Ellen Heath Apartments and Sunoco. Follow along this road and you will come to a light and curve in the road (follow curve of road and stay to the right). On the left you will pass Town Square Shopping Plaza. At the corner of Exxon station (at light) make a left. Go straight over Parkway and pass the Parkview at Madison Apartments on right and you will also pass Bridgepoint Apartments. At the traffic signal is Route 35. Make right onto Route 35 to Birchwood Drive. (It's the first light after you get on 35). Continue right to school ahead.

Glenn School

(732) 360-4461

Throckmorton Lane to Thomas Street (2nd left after St. Ambrose). Make left on Thomas. Take Thomas to end. Make right on Cindy Street. Approximately 1/2 mile on left.

Grissom Elementary

(732) 360-4481

Throckmorton Lane to Thomas street (2nd left after St. Ambrose). Make a left on Thomas. Take Thomas to end. Make right on Cindy Street. The first left is Sims Avenue.

McDivitt Elementary

(732) 360-4512

Route 9 North to Route 516 East. Make left on Cottrell Road. Left onto Phillips Drive, follow Phillips Drive to Manny Martin Way. Make a right turn and the school will be in front of you.

Madison Park Elementary

(732) 360-4485

Route 9 North to Ernston Road exit. Make left at light. Go under Route 9 overpass. Pass the Gateway Shopping Plaza (on left) about 1/4 mile you will make a left on Villanova. Pass St. Bernadette's Church on left make right on Princeton. Make 1st left on Harvard. Follow Harvard until you see school on right side.

Memorial Elementary

(732) 290-3876

Route 34 to Morristown Road between Ellen Heath Apartments and Sunoco Gas Station. Follow along this road until you will come to a light and curve in road; follow curve of road to the right. On the left you will pass Town Square Shopping Plaza. At the corner of Exxon station (light) make a left (Matawan Avenue). Go over Parkway, pass the Parkview at Madison Apartments on right. Bridgepoint Condos on right. Once you pass Bridgepoint Condos, there will be a blue sign -HOME OF LAURENCE HARBOR LITTLE LEAGUE^{II} on the corner of Ely Street (1st right passed Bridgepoint). Make a right on Ely. The school is right there.

Miller School Elementary

(732) 360-4590

Route 516 East make a right at traffic signal before Route 18 entrance.
Route 516 West make a left at traffic signal after entrance to Route 18.

Schirra Elementary

(732) 360-4495

Route 9 to Throckmorton Lane to Grace Drive (at light). Make left on Grace, Drive First right on William Street and then left on Margaret Street. First right is Awn Street.

Shepard Elementary

(732) 360-4499

Route 9 to Throckmorton Lane to Bushnell Road (at light). Make right on Bushnell, school is on left side.

-OR-

Englishtown Road to Route 516 East make right on Bushnell Road (Burger King on corner). School is on the right side.

-OR-

Route 9 to Route 516 West, make a left on Bushnell (Burger King on corner). School is on the right side.

DIRECTIONS

Southwood Elementary

(732) 360-4539

From Englishtown Road to Route 516 East make right on Southwood Drive (a short distance after the Beth Ohr Temple which is on the left). Bear right on Southwood Drive follow until you see the school on the left.

-OR-

Route 9 to Route 516 West travel approximately 2 miles and look for Old Bridge Little League field on right and Summerhill Nursing Home on left. Pass the nursing home make a left on Southwood Drive. Bear right on Southwood Drive and follow until you see school on left.

Voorhees Elementary

(732) 360-4544

Route 9 to Route 516 West. Straight on 516 to signs for Englishtown Road. Follow Englishtown Road for approximately one mile. Pass the 2nd traffic light then make a right turn on Midway Road (look for gas station on right).

SECONDARY SCHOOLS

Old Bridge High School - Main Campus

(732) 290-3900

Route 9 to Route 516 East (passed the Police Station and Library) pass traffic light at Cottrell Road and before the next traffic signal make a right into facility; Route 34 to Route 516 West (See Board of Education, OBHS Sign) make a left into facility.

Ellen McDermott Grade Nine Center (GNC)

(732) 290-3887

Route 9 to Route 516 East (pass the Police Station and Library) pass traffic light at Cottrell Road and before the next traffic signal make a right into facility; Route 34 to Route 516 West at traffic signal (See Board of Education, OHBS Sign) make a left into facility.

Salk Middle School

(732) 360-4519

Route 516 West to Englishtown Road. Follow to West Greystone Road (make a right at the traffic light).

Sandburg Middle School

(732) 360-0505

Route 9 to Route 516 East before Police Station and Library make a right into facility. From Route 34 to Route 516 West (passed the Police Station and Library) at Cottrell Road make a right to Route 516 West make a left into facility.

PROCEDURES

Sign In

Substitutes are expected to be at school at least fifteen (15) minutes before the start of school. Be sure to sign in and out on the substitute attendance sheet in the Main Office. Make sure have your ID Badge visible at all times. See pay schedule for more information on how to obtain one. Check your teacher's mail box for daily notices, lesson plans, etc.

All substitute teachers must sign-in and out on the Substitute Teacher Sign-In Sheet. After completing this, you must contact the following persons to obtain a "classroom key" at

OBHS—Ms. Patricia Olsen;
GNC—Ms. Stephanie Glickman;
Salk M.S. - Ms. - Dee Ramos;
Sandburg M.S. - Ms. - Beth Rosenberg;
Carpenter E.S. – Ms. Lynn Reynolds;
Cooper E.S. – Ms. Marylin Zino;
Grissom E.S. – Ms. Clarissa Morrabal;
Madison Park E.S. – Ms. Barbara Cohen;
McDivitt E.S. – Ms. Tracy Pulaski
Memorial E.S. – Ms. Cheryl Hennessey
Miller E.S. – Ms. Fran Samson
Schirra E.S. – Ms. Bernadette Conahan
Shepard E.S. – Ms. Helene Goldberg
Southwood E.S – Ms. Joan McCue
Voorhees E.S. – Ms. JoAnn Martinez

Daily Plans

All per diem substitutes should be provided with a substitute folder (packet), which has been prepared previously by the absentee teacher. These folders, which are normally found in the main office of each school, should include daily lesson plans, class rosters, 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.

Student Attendance/Lunch Count

Substitute teachers will take an accurate record of attendance using attendance cards or the attendance sheet. In some cases substitute teachers will use Realtime. Elementary substitutes will complete a lunch count form. Please check the menu for daily selections.

Opening Exercises

Students will participate in opening exercises, be sure to allow time for these exercises. Review the teacher's plans for instructional information to assist you with "opening exercises".

Crisis Management

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 crisis folders with class rosters to verify students.

Students are expected to behave in an orderly and quiet manner.

Additional Duties

Check at the school office, to review the plan book that is provided, to determine if there are any duties for which your teacher may be responsible on that day or for the current 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 - 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. Elementary students are not sent to the nurse's office unaccompanied. Students are not to be sent on trivial or personal errands.

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

High School Students should only be issued passes on an emergency basis. All passes should be written in pen and collected once the student has returned to class.

Student Release

Students may not be released from school, under any circumstances, without specific knowledge and approval of the principal or his/her designee.

Special Subjects

If you are substituting for a special subject teacher, such as Art, Music, or Physical Education, the teacher or the office staff will have special alternate plans so that you will not be uncomfortable in an area that is unfamiliar to you.

End of Day

Please complete a note found in substitute folder referencing the work covered or omitted, and any concerns that may need to be addressed. You may also note successes and identify any student (s) who were particularly cooperative or helpful.

Change of personal information - Please call and/or forward a letter of any change(s) to Mariya Lomborg [at mlomborg@obps.org](mailto:mlomborg@obps.org) or at 732-290-3966 in the following order:

1. Home Address
2. Telephone Number (s)

PAY SCHEDULE: In any given month from the first to the end of the month, a substitute teacher is paid the following month on the 15th. The only exception to this is if the payroll department has a cut-off date prior to the end of the month. For instance, if the cut-off date is the 27th of the month all days worked up to the 27th will be paid the following month on the 15th, etc.

All substitute teachers are required to have an ID Badge. Schedule: OBHS Library between the hours of 7:30 A.M.- 2:00 P.M. Monday through Friday.

Please call 732-290-3900 EXT: 3946 to schedule an appointment. Please return the ID badge when you no longer work for Old Bridge.

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, go to the main office and ask for help from an administrator.

EVALUATION OF PERFORMANCE

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. Substitute teachers will be observed periodically in accordance with the terms of the contract with the Old Bridge Education Association using the approved forms that follow. All observations/evaluations will be followed by an administrative conference.

ADMINISTRATIVE MEETINGS

When a substitute is directed to attend an administrative meeting to discuss concerns that can result in a negative report on his/her employment, he/she may be accompanied by a representative of his/her choice.

BEHAVIOR MANAGEMENT

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 lesson plan.
2. Follow the regular daily routine as much as possible. Move around the room. This will increase supervision and reinforce expected behavior and expectations..
3. Your authority with students will be reinforced by 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. 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.
6. Cite difficulties encountered with students in the daily report to the teacher.
7. If at any time a student becomes incapacitated immediately call the Principal's office for assistance; do not touch a student for any reason.

SUBSTITUTE RATES, ASSIGNMENTS and GENERAL INFORMATION

The following information is included in the employment contract between the Board of Education and the Old Bridge Education Association.

A. 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.**
- 2. 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. Substitute Teachers should not sign student permission slips.**
- 3. 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/her knowledge thereof.**
- 4. All persons hired as substitute teachers by the OBTPS Board of Education shall be given before the start of the year, an orientation program. The Association shall be notified of the time and location of such meeting and shall be entitled to address employees with all necessary information.**
- 5. Qualified Substitute Teachers shall not be prohibited from working in any particular school without Board compliance with Article IV, Section C of the current collective bargaining agreement.**
- 6. It is a Policy of OBTPS Board of Education to not allow any substitute teacher work in the same school where their children currently attend. A substitute teacher must inform Central Administration so that the necessary modifications may be completed in AESOP.**

B. Substitute Teachers' Salary—Per Diem Rate

The following pay scale shall apply to all Substitute Teachers for the duration of this agreement:

	2017—2018	2018—2019	2019—2020
Substitute Certificate:	\$ 93.50	\$ 93.50	\$ 93.50
Certificated:	\$104.92	\$104.92	\$104.92

The Pay Schedule is: From the 1st of the month in which you work until the end of the month, you are paid the following month on the 15th. Lunchroom and Extra Class Periods paid the end of the following month worked.

If you have a discrepancy in your paycheck, contact Payroll at (732) 290-3958 or difficulties with Frontline, call Central Administration at (732) 290-3966 or contact Frontline directly.

Long Term Substitutes

- 1. A Long Term Substitute shall be approved substitute with NJ certification as a teacher replacing permanent teacher and act in that capacity adhering to all OBTPS Board of Education policies and guidelines as well as individual Building Policies & Procedures. A LTS (Long Term Substitute) will replace a regularly employed teacher whose position has become temporarily vacant and has been or is expected to remain vacant for a minimum of forty consecutive days.**
- 2. A Long Term Substitute shall be compensated at the regular contractual rate of pay in accordance with the appropriate salary guides. Said pay shall be retroactive to the first day of the long term substituting assignment.**
- 3. A Long Term Substitute shall be allowed sick days as follows:
One (1) day for each month of 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 be cumulative.**
- 4. A Short Time Substitute shall be approved substitute with NJ certification as a teacher The Short Term Substitute (STS) is utilized when a teacher is out of their position for 14-39 school days.**

D. Lunch Period

All substitute teachers shall receive a lunch period equal to that of the teacher they replace.

IN ADDITION, PLEASE NOTE:

Preparation Time

During most days teachers have an approximately 43 minutes (times may vary depending on building) preparation period during which they are to remain in the building unless they receive administrative permission to leave the building.

Assignments

Substitute teacher assignments are coordinated by the Automated Educational Substitute Operator (AESOP) on a rotation basis to meet the needs of the district. AESOP will endeavor to assign substitute teachers to cover vacancies in classes during the following timeline: 6:00 a.m.-8:30 a.m. and 4:00 p.m.-10:30 p.m.

Keep a record of all substitute teacher assignments accepted; date, name of teacher and school.

SUBSTITUTE ASSIGNMENT PROCEDURES

- Substitute assignments in Frontline could be available for you to review and/or accept positions a week or more before the assignment, or as late as the morning of the assignment. If positions are not filled, the Frontline Computerized System may contact you the evening before the assignment or the morning of the assignment, so it is possible to receive a call as early as 5:30 a.m. the day of an assignment. You may manage and personalize your call times and availability on the Frontline System. The Frontline system will not connect with an answering machine. If you have an alternate number that you can be reached at, please let us know.
- Due to scheduling conflicts, please do not accept a morning assignment and an afternoon assignment on the same day in two different schools. The only exception is when the morning and afternoon assignment is for the same teacher.
- If contacted by the Frontline Computerized System or by our Frontline Administrator to fill an assignment be sure you know the date, the name of the school, time, grade or subject area, the name of the staff member you will be substituting for, and the confirmation number for reference. Please note that the starting times are different at each school.
- For School Closings, Delayed Openings, and Early Dismissals please access:
- District Website- <http://oldbridgeadmin.org/> VERY

IMPORTANT: JOB CANCELLATIONS

- If you find that you have accepted a position in error, or due to an emergency you are not able meet your commitment, you have the ability to cancel out of an assignment before 6:00 a.m. the day of the assignment. After that time, you must call the school Central Administration at (732) 566-2028. Please note if the assignment is more than one day this feature cancels you out of the entire

assignment, so you will need to call Central Administration, if you are ill for only one day of a long assignment. Please see Frontline's Quick Start Guide or the Video for instructions regarding this feature. It can be found on the main screen after you log into Frontline.

- If you need to cancel on the day of your assignment due to an emergency or illness after the 6:00 a.m. deadline, you must call Central Administration at 732-566-2028, to leave a recorded message stating your name, teacher/aide/secretary you are substituting for, and the name of the school. You must also contact the respective school. (see enclosed phone list of all the schools)
- If you know you are not going to be available for long periods of time, please contact Mariya Lomberg, Monday through Friday at 732-290-3966 to make this known. This precludes the Frontline System making unnecessary calls, and also saves your being awakened at 5:30 a.m.

[http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf)

<http://help.frontlinek12.com/WebNav/Docs/QuickStartGuideSubstituteTraining.pdf>

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003385048-Substitute-Basic-Training-Video>

NON-DISCRIMINATION/AFFIRMATIVE ACTION

The following information is The Board of Education's Policy on Non-Discrimination/Affirmative Action:

The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district regardless of race, creed, color, national origin, ancestry, political affiliation, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual or physical or mental limitation except as permitted by law, or non-applicable disability.

An affirmative action/equity program shall be a part of every aspect of employment not limited to, but including upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, including fringe benefits, employment selection or selection for training and apprenticeships, promotion, or tenure.

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

Harassment and Favoritism

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism, on any basis included in the Board's statement of equal access to employment, retention and advancement, is prohibited.

Administrators and supervisors shall be familiarized with the actions which constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action in-service training for all employees, and shall be clear and specific (see Policy 2260). When harassment has been determined to have taken place, disciplinary action will follow. All such determination shall be reported to the Board.

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS



GENERAL SUMMARY STATEMENT ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

The Old Bridge Township 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 Patrick A. Torre Administration Building. 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. 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.

Dr. Kimberley Giles
2 Old Matawan Road
Old Bridge, N.J. 08857
(732) 360-4590

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.

A substitute teacher must submit a "Clearance" letter issued from the New Jersey Department of Education to Mariya Lomberg before the substitute teacher may be hired on any Board Minutes.

The "Clearance" letter must be dated within five months when submitted to Old Bridge or the potential substitute teacher must "Archive" their fingerprints at their own cost. The website is: <http://www.nj.gov/education/educators/crimhist/>

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 unless deemed necessary by the New Jersey Department of Education and Criminal History Review Unit.

**Old Bridge Township Public Schools
2019 – 2020 Traditional School Calendar**

<u>Date</u>	<u>Day Event</u>
Sept. 2	Labor Day Holiday
Sep. 5	First Day of School
Sep. 30	Fall Break
Oct. 1	Fall Break 1
Oct. 9	Fall Break 2
Oct. 14	Columbus Day
Nov. 5	Election Day
Nov. 7,8	NJEA Conv.
Nov. 28-29	Thanksgiving Recess
Dec. 23-31	Winter Recess
Jan. 1	New Year's Day
Jan. 20	Martin Luther King Jr. Holiday
Feb. 17	Presidents' Day Holiday
Apr. 6-10	Spring Break
May 25.....	Memorial Day
June 19	Last Day of School
June 23	OBHS Graduation

Substitute Teacher Resources

Important documents and resources for district substitute teachers.

All district substitute teachers are responsible for adhering to the guidelines provided below. By accepting a substitute position, you hereby agree to adhere to all policies and procedures provided in the district substitute teacher handbook. Questions should be directed by e-mail to mlomberg@obps.org or by calling at (732) 290-3966.

Related Files and Links:

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115008139068-Receiving-an-Email-Invitation-for-a-Frontline-Application-as-a-Substitute?>

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115008138948-Transitioning-to-the-Insights-Platform-as-a-Multi-District-Sub?>

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115008139208-Acquiring-Forgotten-Credentials-for-a-Substitute-s-Frontline-ID-Account?>

[https://absence-help.frontlineeducation.com/hc/en-us/articles/115005900188-Managing-Visibility-Options-as-a-Multi-District-Sub](https://absence-help.frontlineeducation.com/hc/en-us/articles/115005900188-Managing-Visibility-Options-as-a-Multi-District-Sub?)

[https://absence-help.frontlineeducation.com/hc/en-us/articles/360023995393-Popular-Substitute-Questions-About-the-Insights-Platform](https://absence-help.frontlineeducation.com/hc/en-us/articles/360023995393-Popular-Substitute-Questions-About-the-Insights-Platform?)

September 2019 (17 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Labor Day 2
 Staff In-Service 3,4
 School Opens 5
 Fall Break 1 30

October 2019 (21 days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Fall Break 1 1
 Fall Break 2 9
 PLC Day 14
 Columbus Day 14

November 2019 (16 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Election Day 5
 Staff In-Service 5
 NJEA Conv. 7,8
 Early Dismissal 27
 Thanksgiving Recess 28,29

December 2019 (15 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Early Dismissal 20
 Winter Recess 23-31



2019-2020 School Year

January 2020 (21 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

New Year's Day 1
 PLC Day 15
 Dr. Martin Luther King 20

February 2020 (19 days)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

PLC Day 12
 President's Day 17

*Calendar reflects 181 instructional days for students, plus two (2) emergency closing days in 2019-2020. Unused days will be returned at the end of the school year. Additional emergency closing days, if needed, will be made up in the following order: Jan. 20, Feb.17, Apr. 6, & Apr. 7. Any additional days shall be made up at the discretion of the Board.

March 2020 (22 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

PLC Day 11

April 2020 (17 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Early Dismissal 3
 Spring Recess 6-10

May 2020 (20 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Early Dismissal 22
 Memorial Day 25

June 2020 (15 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Last Day of School* 19
 OBHS Graduation 23

Kindergarten and First Grade Registration for September 2020
 Registration will take place during the month of February 2020
 Children registering for **Kindergarten** must be **5** (five) years of age by **October 1, 2020**
 Children registering for **1st Grade** must be **6** (six) years of age by **October 1, 2020**

Proposed: 12.12.17
 Adopted: 12.19.17
 Amended

- Opening and Closing of Schools 
- School Closed 
- Early Dismissal 
- School Closed for Students Only 
- Inservice Day 
- PLC Day Early Dismissal 