

EDISON TOWNSHIP PUBLIC SCHOOLS SUBSTITUTE TEACHER ORIENTATION

September 23, 2020

Session I - 9:00AM

Session II - 11:00AM

WELCOME & INTRODUCTIONS

- Dr. Bernard Bragen -- Superintendent
- Baninder Mahabir -- Chief Academic Officer of Elementary Schools
- Gail Pawlikowski -- Chief Academic Officer of Secondary Schools

District Contact Information, pages 15 and 16 of handbook

TODAY'S AGENDA

- Paperwork and Forms
- Expectations
- HIB – harassment, intimidation, and bullying

Certification and Pay

September
2020

PAY SCALE

- Substitutes who hold a Standard Teaching Certificate OR Certificate of Eligibility with Advanced Standings (CEAS) - \$100.00 per full day
- Substitutes who hold County Certificate OR Certificate of Eligibility (CE) - \$80.00 per full day
- Anyone substituting for a Paraprofessional or Teacher Aide - \$80.00 per full day even if you hold a Standard or CEAS Certificate.

WHEN DO I GET PAID??

- If you work the 1st of the month through the 15th you will get paid on the 30th of that same month.
 - **May 1st – May 15th = pay date May 30th**
- If you work the 16th through the 30th you will get paid on the 15th of the NEXT month.
 - **May 16th – May 31st = pay date June 15th**

TO BECOME A SUB IN EDISON

- Apply for and submit county sub cert.
- Apply on Applitrack
- Complete all requirements
- Paperwork Collection will be **MONDAY – FRIDAY 8:30 AM - 11:30 AM ONLY**
- All paperwork must be complete in order to be submitted

IF YOU HAVE A TEACHING CERTIFICATE

- Bring a copy of your certificate when returning paperwork. If lost:

<http://www.nj.gov/education/educators/license/>

- Click “*How do I Check Application Status and Verify Certification?*”
- Enter the last name your teaching certificate was awarded under and your social security number.
- All credentials held will be listed.



Certification & Induction

Teachers

School Leaders

Educational Services
Personnel

Career & Technical
Educators

Substitutes

Certification & Induction Home

What are the Requirements for
Certification?

What is the Application Process for
Certification?

How Do I Apply for Certification?

What is the Process for Newly
Hired, First-time Teachers?

Is There Reciprocity for My Out-of-
State Certificate?

How Do I Check Application Status
and Verify Certification?

What is the Board of Examiners?

How Do I Verify Regional
Accreditation of a College or
University?

FAQ

Guidance Documents on Recent
Changes to Certification

Forms

New Teacher Support

Preparation Programs

[Apply Online for Teacher/Administrator/ Ed Services Certificates Through the Teacher Certification Information System](#)

Hot Topics

- **Attention completers of the Provisional Teacher Process (PTP):**

Provisional Teacher Process Completion: Please note that TCIS will state your application is **"incomplete"** for at least 4 to 6 weeks after applying online for your standard. The Provisional Office will review the application to ensure that all requirements of mentoring have been completed and two effective or highly effective final summative ratings have been entered into PLRMS by the school. If you have questions regarding submission of your final summative evaluation ratings to the PLRMS PTP system please contact your school. CE candidates must also have all formal instruction completed and CE candidates who complete programs for P-3, ESL, Bilingual, and TOSD must submit to the Office of Certification and Induction official transcripts **and** either an original certificate of program completion or the [Verification of Program Completion Form](#). CE candidates must also submit a \$100 administrative fee when applying for their standard. Once the PTP issues your certificate, the status on TCIS will change from "incomplete" to "issued".

- Verifying Certification: **As of May 15, 2015, paper certificates are no longer issued.** All information about certificates is now available [online](#) including certificate name, certificate ID number, date of issuance, and expiration date if applicable
- Our Teacher Certification Information System was updated on March 6, 2017 to include upgrades to financial accounting of certificate payments and the creation of an online Oath of



**For additional Information
from the NJ Office of
Certification and Induction,
please call: 609 292-2070**

Application Status Check

Lastname:

SSN: - -

Note: Enter SSN to search for status of applications

Search

Clear

TO OBTAIN A SUBSTITUTE CERTIFICATE

- County Application in Substitute Packet on Edison website
- Official Transcript or Evaluation of Credits
- Money Order \$125.00 (no personal checks)
- Fingerprint Clearance
- Oath of Allegiance

7 – 10 days to process once it is received at the County.

TRANSCRIPT OR EVALUATION

- Official Transcript needed showing 60 or more credits.
- Mail to Education center
- Transcripts from Universities outside of the USA need to be evaluated (recommend www.wes.org)
- We must have an original transcript; it will be returned to you after we receive your Substitute Certificate.

FINGERPRINTS



IF:

- You have never worked for a school, a bus contractor, or a vendor, **or** you were fingerprinted by Criminal History Review **before** March 2003, then you are a **new applicant.**

IF:

- You were fingerprinted and approved by Criminal History Review **after** March 2003, and are changing school districts
- Then you are an **archive applicant.**

Criminal History Review Status

New Jersey Department of Education

Applicant Approval Employment History

Applicant Approval Employment History is not available online for a least fourteen (14) days after fingerprinting. The Applicant Approval Employment History is updated every Friday morning with that week's new approvals.

Please call the Criminal History Review Unit only after waiting fourteen (14) days before checking on your approval.

Please enter your Social Security Number and Date of Birth.

SSN:

-

-

Date of Birth:

/

/

☒ View Document Online ☐ Download/Print PDF Document

Submit

Clear





This is a secure website. All SSNs are transmitted using an encrypted (SSL) connection.

OATH OF ALLEGIANCE

- Two different Oath forms
 - Citizen and Non-Citizen
 - If you complete the Non-Citizen it is your option whether or not you complete the Intent to become a citizen. It is not mandatory.
 - ALL oaths must be notarized.



COUNTY CERTIFICATE

- County Application 
- Official Transcript or Evaluation of Credits 
- Fingerprint Clearance 
- Oath of Allegiance 
- **Money Order \$125.00 (no personal checks)**

7 – 10 days to process once it is received at the County

TB (MANTOUX) TEST

- Negative Results within six months of the day you submit your paperwork to me.
- Over six months old, redo test.
- Results over 10mm, a chest X-ray is required.
- X-ray results are good for a year.
- Physical is not needed for substitute positions ONLY TB test.
- Walk in centers find through internet searches.



I 9 FORM – EMPLOYMENT VERIFICATION



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

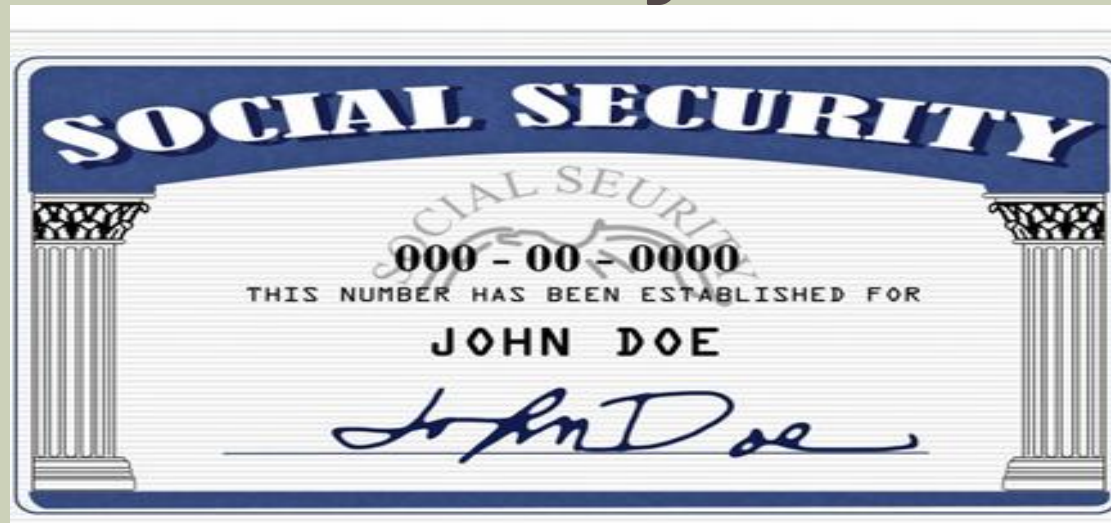
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):	_____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	_____

19 DOCUMENTS

- List of acceptable documents in packet
- **MUST** supply social security card for payroll



W4

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

2017

► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial		Last name		2 Your social security number		
Home address (number and street or rural route)				3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code				4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>		
5	Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	
6	Additional amount, if any, you want withheld from each paycheck				6	\$
7	I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ►				7	

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

(This form is not valid unless you sign it.) ►

Date ►

Line 5 needs to be completed by you. Check with Spouse, previous paycheck or accountant.

PAYROLL SURVEY

- This form lets payroll know if you were previously enrolled in a pension.
- If you have recently retired from a school system please let Human Resources know.

HR INFORMATION FORM

Date: _____

EDISON TOWNSHIP SCHOOLS HUMAN RESOURCES INFORMATION FORM

S.S.# _____ - _____ - _____ LAST NAME: _____ FIRST _____ M.I. _____

_____ Street Address _____ City _____ State _____ Zip _____

Former Name (If applicable) _____ BIRTHDATE: ____/____/____

Cell Phone () _____ - _____ Home Phone () _____ - _____

E-Mail _____

Gender: M _____ F _____

Circle Race: WH=White, BL=Black, HS=Hispanic, AI=American Indian, AS=Asian,
HP=Pacific Islander/Hawaiian

Emergency Contact Phone () _____ - _____

Contact Name: _____ Relationship: _____

1. Are you presently employed elsewhere in the district? () No () Yes (If yes, indicate Position/Location): _____

2. List any language other than English that you speak fluently: _____

EDISON BOARD OF EDUCATION POLICIES ACKNOWLEDGEMENT

- Memo re: Important Board Policies, Regulations, and Mandated Communications
- All substitutes must sign and return

SUBSTITUTE AVAILABILITY

- Form in packet to be completed
- Parents cannot work at their children's schools

AFTER PAPERWORK

- If you do not need to apply for Substitute Certificate then you will be put on the agenda for Board approval AFTER you bring in your other new hire forms.
- If you are applying for a Substitute Cert, then HR will send your paperwork to the County. When the certificate is granted, you will receive a copy of the certificate and information about FRONTLINE--our substitute management system.

FRONTLINE EDUCATION

- The day after you are board approved you will receive an email from HR with your username and PIN. You can begin searching for jobs once that email is received. It's up to you how often you work. You may call FRONTLINE, have FRONTLINE call you, or go online and search on the website.

FRONTLINE EDUCATION ONLINE

- 1-800-942-3767
- When, Where, Who
- If you only use calling feature you will get the basic information about the job. If the teacher attached lesson plans or added notes like a parking spot number you will not get that information over the phone. You can accept the job and then log into your FRONTLINE account to get additional information. Be careful when pushing buttons on the phone, one number is to have FRONTLINE stop calling that day and another will stop FRONTLINE calling forever.

FRONTLINE EDUCATION ONLINE

Absence Management

Victoria County School District ▾



Melody Pond ▾
Multi-District View



October 2016

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Available Jobs

1 Scheduled Jobs




1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	
Banner, Robert Physics Professor				
Reject See Details				
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools	

1 Available Jobs

1 Scheduled Jobs

Date	Time	Duration
Banner, Robert	Physics Professor	 
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	 Full Day

Notes



Please cover chapter 3. Thanks!

 **Reject**

 **Accept Multi-day**

 **Hide Details**

Accepting Multi-day expand Details and see which days you will be needed.

 **Reject**

 **Accept Multi-day**

 **Hide Details**

Cancelling ONE day of a Multi-day job will cancel entire JOB. **CALL SCHOOL SECRETARY FIRST.**



September 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



0 Available Jobs	0 Scheduled Jobs	0 Past Jobs	0 Non Work Days
Date	Time	Duration	Location
I'm sorry. There are no available assignments at the moment. Please check back later for new postings!			

NOTES

- Call School Secretary if you need to cancel the same day
- Do not take jobs at 2 different schools, AM/PM
- Free periods – MUST go to main office to see where to be assigned

EXPECTATIONS-Day 1

- Arrive early
- Introduce yourself to the secretary in the main office.
- Take a look at the map to become familiar with the building.
- Find out the security protocols
- Locate the substitute plans.
- Understand your role during any duties.

HANDBOOK: EVALUATION OF SUBSTITUTE TEACHER PERFORMANCE

- Substitute teacher evaluation form, pages 8-10
- If you receive one unsatisfactory performance report, you will not be invited back to the school. Three unsatisfactory reports and you will not be invited back to substitute in the district.

HANDBOOK: ROLE OF THE SUBSTITUTE TEACHER

- Provide continuity of instruction, page 16
- Create a climate where students can learn
- Know the teacher's schedule and anticipate smooth transitions between subjects/periods
- Respect confidentiality – do not share stories between schools or with members of the general public
- Be aware of how to react in an emergent situation
- Never leave students unattended
- Never put your hands on a student in any manner ever



NJ ANTI-BULLYING EDISON SUBSTITUTE TRAINING

2020-2021

THE NJ ANTI-BULLYING BILL OF RIGHTS ACT

- The law requires every school to have a school safety team and an anti-bullying specialist.
- Schools must have a plan to address bullying.

WHAT DEFINES HIB BULLYING

1. **Perceived characteristic:** race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental or physical sensory disability or any other distinguishing characteristic.
2. **School Property:** Takes place on school property, school-sponsored function, school bus or off school grounds
3. **Intent:** Disrupts or interferes with the orderly operation of the school **AND**
 - A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm **OR**
 - Has the effect of insulting or demeaning any student or group of students **OR**
 - Creates a hostile educational environment for the student by interfering with a student's education

LOCATION

If any student reports an incident that occurred...

- On school property
- At school sponsored function
- On a bus
- Off school grounds (including cyberspace)

YOU MUST REPORT IT TO AN ADMINISTRATOR!



WHAT IS YOUR RESPONSIBILITY?

- Any adult who has knowledge of an incident in which a student has been harassed, intimidated or bullied **MUST** report the incident.
- This includes: teachers, secretaries, administrators, paraprofessionals, cafeteria staff, custodians, substitute teachers, bus drivers and crossing guards.
- An incident cannot go ignored. It is always the schools responsibility to respond to any situation.

QUESTIONS



FUTURE SUBSTITUTES of EDISON

BEST WISHES!!!