

SUBSTITUTE INFORMATION

The Readington Township Board of Education values the role of the substitute as an important one in our district. Our rates are competitive within our area as we constantly seek qualified individuals to help us fulfill our teacher/support staff assignments.

The first step in becoming a substitute is to fill out an application on applitrack on our website. You will be notified by the Board of Education office that one of our school secretaries will contact you to set up an interview with a principal. Do not proceed with the fingerprinting process before attending this interview.

To become a substitute teacher or nurse in our school district, you should possess the following:

- A valid NJ Teaching Certificate /School Nurse Certificate **OR** County Substitute Certificate
- Substitute Nurses must also provide current RN license and CPR/AED card.

To become a substitute aide, you are not required to submit or obtain a Substitute Certificate.

If you do not possess any type of certification, if it is required, you will need to apply for a County Substitute Certificate. Apply for the Substitute Certificate online: Apply online in the Teacher Certification Information System, (TCIS) for the substitute certificate and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCISStechassist@doe.nj.us.

Upon completion of the online application, Applicants should record their individual Tracking Number generated by TCIS during the application process, and then deliver the following information/documentation with your tracking number to your hiring district.

1. Sealed college transcripts proving at least 60 college credit hours (substitute credential) or signed letter from employer documenting work experience (CTE substitute credential only); and
2. A copy of your receipt with the IndentoGo Morpho Trust form or your approved criminal history status check.

Submit the online authorization for the criminal history record check and make the payment of the administrative fee to the Criminal History Review Unit online at

<http://www.nj.gov/education/educators/crimhist/> - . Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

1. After the administrative fee payment has been approved you will be able to schedule an appointment online with IndentoGo Morpho Trust to LiveScan your fingerprint images. Bring photo ID.

A criminal record search will be done by the Federal Bureau of Investigation and the State Police. Applicants with previous fingerprints, done after February 2003 for an educational facility, can use the Archive Submission Process for Readington School District and are not required to have new fingerprints done.

After you have been fingerprinted, a receipt will be stapled to the IndentoGo MorphoTrust form. Please return a copy of this form /receipt to Personnel as proof you have been fingerprinted. Our office will look at the Criminal History Review Unit's website for your clearance certification, about 10 days after you were fingerprinted. indicating you are cleared to work in this district. A copy of your clearance will be put in your personnel file.

- If you have been fingerprinted in another district, you may be required to submit to a fingerprint transfer procedure which re-submits your information and PCN # for your prints to be cleared again. The PCN # (12 digits) appears either on your prior clearance letter or your fingerprint receipt, if your prints were done after February 2003. If you have been asked to do this process, please follow the instructions for "Transfer Procedure" on www.state.nj.us/education/educators/crimhist .

All prospective substitutes (teachers/nurses/support staff) will be required to complete/submit the following:

- Interview with 1 of our school principals (Secretary from one of the school offices will set up an appointment)
- Resumé
- Application – done online through Applitrack
- Two signed/dated letters of reference
- Criminal Review Unit Applicant Authorization and Certification (signed in front of a Notary)
- Mantoux Test -Can be done at one of the school nurses by appointment or at your own physician
- I-9 (Employment Eligibility Verification - see required documentation on back of form)
- W-4
- New Hire Reporting Form
- Direct Deposit Information Form
- NJ Sexual Misconduct/Abuse Disclosure Release Form

Substitute Rates –2021-2022 School Year:

Teachers: - \$105/day
 - Partial year substitute replacement teachers will be paid in accordance with regular substitute rates for the first 20 days of their assignment and will be moved to the first step of the guide on the 21st day.

School Nurses: \$150/day
 Teacher Aide: \$85/day
 Clerical Aides/Secretary: \$98/day.

Please note: substitutes pay schedule:

Work done from the 1st to the 15th will be paid on the 30th of the month.

Work done from the 16th to the 30th will be paid on the 15th of the next month.

We are currently using the Aesop Substitute System. Once you have received your “Welcome Letter” with your Aesop PIN and ID and have notified Personnel you are ready to work, you can access the Aesop system by going to <http://www.aesoponline.com>.

Available on our website are the following:

Aesop Quick Start Guide for Substitutes
 Aesop Phone System Instructions for Substitutes.