

## 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 our website (<https://www.readington.k12.nj.us/Page/423>).

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.

### **Completed criminal history record check**

1. 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.

2. After the administrative fee payment has been approved you will be able to schedule an appointment online with IdentoGo 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 IdentoGo MorphoTrust form. Please return a copy of this form /receipt to Personnel as proof you have been fingerprinted.

### **ARCHIVE PROCESS:**

If you have previously been fingerprinted for education (after 2/21/2003), by Sagem-Morpho (now Idemia), you should follow instructions for this online process. This will require you to have the PCN# (12 digits) from your previous Sagem-Morpho Universal form, or contact your previous employer for this number and then go to website above. Follow the link for "Archive Application Request". The cost for this process is \$29.75, (which includes the \$10.00 administrative fee) and there is a \$1.00 fee charged by NICUSA.

### **TRANSFER PROCEDURE FOR SUBSTITUTE POSITION AND SCHOOL BUS DRIVERS:**

Effective August 16, 2016, If you have previously been fingerprinted, you must file a transfer request to the CHRU. There will be a \$5.00 fee and an additional \$1.00 convenience fee. (For additional information, please contact the CHRU at (609)-292-0507).

### **Apply for the Substitute Credential Online**

Apply online in the New Jersey EdCert ([www.nj.gov/education/certification](http://www.nj.gov/education/certification)) click on "New Jersey Educator Certification (NJEdCert)" The application process is a little lengthy. You want to click on Apply for "Credential" If there are questions that do not pertain to you (Praxis test, Did you take an English equivalency test) click "Continue". If you are doing the application on an iPad or on your phone, make sure to scroll down to the bottom of the page to see the "Continue" button. You want to pay \$125.00 +

fee for the substitute credential. If it asks for a different amount, do not process – it will indicate that you applied for the NJ DOE teacher certificate and your money will not be refunded if your application is not for the correct credential. Upon completion of the online application, Applicants should record their individual Tracking Number generated by NJEdCert. during the application process and notify the Hunterdon County Office of Education Certification Clerk and have your transcripts sent to the Hunterdon County Certification Clerk or your sponsor district HR Department.

The Hunterdon County Office of Education Certification Clerk's e-mail address is:

[Brenda.apgar@doe.nj.gov](mailto:Brenda.apgar@doe.nj.gov) . The telephone number for the certification clerk is (908) 788-1462.

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

- First one of our school secretaries will call you to schedule an interview
- Resumé
- Application
- 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

**Substitute Rates –2024/2025 School Year:**

- Teachers: \$125/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: \$225/day
- Teacher Aide: \$105/day
- Clerical Aides/Secretaries: \$120/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 Frontline Education System (formerly Aesop). Once you are approved as a substitute by the Board of Education and have submitted all the required paperwork you will receive a letter with your Frontline Education PIN and ID and an explanation on how this system works, you can access the Frontline Education system by going to <https://app.frontlineeducation.com>