



Substitute Teacher and Substitute Paraprofessional Handbook 2025-2026

538 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444
(973) 616-6030

Disclaimer

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Unless you have a written contract stating otherwise, your employment with the Pequannock Township Public School District is at-will. The District and its at-will employees have the absolute right to terminate the relationship at any time, with or without good cause or notice. While the District expects to abide by the policies and procedures described in this handbook, regardless of what the handbook states and regardless of your employment status, it does not constitute or contain a contract or a promise of any kind. The District is free to and has the absolute right to change, alter or amend the contents of this handbook, wages, or working conditions without consultation with anyone or mutual agreement.

Notice of Non-Discrimination - All educational and non-academic programs, activities and employment opportunities in the Pequannock Township Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

[Policy 1550 – EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES](#)

[Policy 5750 – EQUITABLE EDUCATIONAL OPPORTUNITY](#)



MISSION STATEMENT

CHARACTER

COMMITMENT

COMMUNICATION

CRITICAL THINKING

The Pequannock Township School District, supported by a community rich in pride and tradition, educates and inspires lifelong learners. We provide a safe and dynamic learning environment that fosters individual creativity and maximizes their potential to succeed in an ever-changing world.

[Policy 2110 –MISSION STATEMENT](#)

Welcome from the Superintendent of Schools, Dr. Michael Portas

Welcome to and thank you for being a part of the Pequannock Township School District. On behalf of the Board of Education and administrative team, we appreciate that you are joining us. Your role is critical to ensuring that we continue to meet the needs of our students by preventing disruptions to their learning experiences and ensuring that they have compassionate and caring educators to support them every day.

The information in this handbook is designed to introduce you to the district and to provide a resource that can guide you in your role as a sub.

Your immediate supervisor and on-site administrators are available to answer questions you have about the following policies or other employment-related matters.

Welcome to Pequannock and we hope you have a great experience here.

Pequannock Township School District

BOE Office, 538 Newark Pompton Turnpike, Pompton Plains, 973-616-6060

Michael Portas, Superintendent, michael.portas@pequannock.org

Karin Aug, Administrative Assistant to the Superintendent, karin.aug@pequannock.org

Ann Marie VanSickle, Director of Curriculum and Instruction,
annmarie.vansickle@pequannock.org

Ron Lucas, Director of Security, ron.lucas@pequannock.org

School Directory

Elementary Schools

Hillview Elementary School, 206 Boulevard, Pompton Plains, 973-616-6080

Allison Stager, Principal, allison.stager@pequannock.org

Carol Kane, Secretary, carol.kane@pequannock.org

North Boulevard School, 363 Boulevard, Pompton Plains, 973-616-6070

Elissa Scillieri, Principal, elissa.scillieri@pequannock.org

Cheryl Fields, Secretary, cheryl.fields@pequannock.org

Stephen J. Gerace School, 59 Boulevard, Pequannock, 973-305-5615

Matthew Reiner, Principal, matthew.reiner@pequannock.org

Kristie Deitch, Secretary, kristie.deitch@pequannock.org

Middle School

Pequannock Valley Middle School, 493 Newark Pompton Turnpike, Pompton Plains,
973-616-6050

John Seborowski, Principal, john.seborowski@pequannock.org

David Raffo, Assistant Principal, Title IX Compliance Coordinator, District
Affirmative Action Officer david.raffo@pequannock.org

Kate Bionde, Secretary to the Principal, kate.bionde@pequannock.org

Christie Vanaria, Secretary to the Assistant Principal,
christie.vanaria@pequannock

High School

Pequannock Township High School, 85 Sunset Road, Pompton Plains,
973-616-6000

Richard Hayzler, Principal, richard.hayzler@pequannock.org

Jennifer Mildner, Assistant Principal, Supervisor of Visual & Performing
Arts, jennifer.mildner@pequannock.org

Susan Miller, Secretary to the Principal, susan.miller@pequannock.org

Linda McLaughlin, Secretary to the Assistant Principal,
linda.mclaughlin@pequannock.org

EMPLOYMENT OF SUBSTITUTE TEACHERS

[Policy 3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS](#) applies to both substitute teachers and paraprofessionals.

The Board may enter into a contractual agreement for the use of a private contractor to secure substitutes.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

Click here to continue reading the entire policy: [Policy 3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS](#)

ACCEPTING SUBSTITUTE TEACHING ASSIGNMENTS

Utilizing the Online Attendance System, Frontline

From Kelly Education - Assignment Portal:

- Access your scheduling system, to select assignments and submit your hours for payroll processing: <https://www.mykelly.com/kelly-education-employee-login/>

The District uses the automated Frontline (formerly AESOP) to record all employee absences and to allow certified and non-certified substitutes to accept daily assignments. You can interact with Frontline on the internet at frontlineeducation.com.

Creating an Account

Kelly Education will provide an invitation by email to create a Frontline ID account. **It is important that you create your new Frontline ID account. If you do not create the account, you will not be able to access Frontline.**

Once you log in, you may find a quick start user guide, basic training video, and advanced training video by clicking on the "?", click Frontline Support, and enter desired training. A review of these programs will enable you to easily use the system.

The Frontline service will be available to you 24 hours a day, 7 days a week, and can be accessed via internet and phone. It is highly recommended to download the Frontline app.

Please be advised that if you cancel a job, you will not be able to accept another job in the district for 24 hours. If you need to cancel a job within two hours of the start of the school day, please contact the school principal and secretary in addition to canceling the job in Frontline.

Signing In and Out for Assignments at the Schools

Each school will have a system available for substitutes to sign in/sign out each school day in the main office. Be sure to have your driver's license ready when entering the building. You will be asked to present it at the security window and will receive a school ID for the day. It must be handed back in at the end of the work day.

If you are working at more than one school for the day, please be sure to sign in and sign out at each school.

The building's Main Office will provide a schedule for the day including room numbers. Report to the Main Office for any Prep periods. Lesson plans will be in the classroom.

Getting Paid

From Kelly Education, you must submit your time in the scheduling system by Sunday, 11:59 PM each week to ensure timely payment. Accurate and timely submission of your work hours is essential for processing your payroll efficiently.

Frontline Webtime- Watch this [short tutorial](#) for assistance.

Substitutes will be paid by Kelly Education through Direct Deposit on the Friday following the week worked.

KELLY EDUCATION SUPPORT

Kelly Education Help Center: This team is a primary support for all other concerns. They are trained and capable of assisting you in a wide variety of ways – calling off an assignment, entering a non-workday, frontline support, some payroll questions, Web-Time issues, etc.

- **Phone:** 855-KELLY-ED (855-535-5933)
- **Email:** EDSupport@kellyeducation.com

Order Fulfillment Team: Syreeta Lewis is the Fulfillment Specialist for Pequannock Township School District and is to assist you with your substitute assignments. If you need help finding a substitute assignment (including daily, long-term or building sub), questions about assignments, or district-specific questions, she will assist you.

- **Email:** Syreeta.lewis@kellyeducation.com
- **Text:** (856) 528-7648
- **Set up a meeting with Calendly:** <https://calendly.com/syrl295/30min>

Referral Bonus:-If you refer a friend or family member to Kelly Education and they complete 5 assignments, you are qualified to earn a \$100 bonus! There is no limit on the number of people you can refer! Sign up today to share your referral link here:

<https://kellyeducation.referralrock.com/v2/1/register>. Step-by-step instructions are attached to this email!

Stay in the know:

- Please click [here](#) to review the Kelly Education Employee Handbook, to familiarize yourself with our policies and procedures.
- The 150 day Minimum Work Requirements includes summer months- start picking up assignments now to remain active!

Kelly: 1-800-KELLY-ED

Text: 856-528-7648

Web kellyeducation.com

SCHOOL CALENDAR

A copy of the school calendar for the current school year is available on the district's website:

<https://resources.finalseite.net/images/v1754505842/pequannockorg/n5wk1uob5hx63exqymssi/DistrictCalendar-2025-2026amendedJuly232025.pdf>

SCHOOL HOURS

Pequannock Township High School: <https://hs.pequannock.org/students/bell-schedule>

Pequannock Valley Middle School: <https://pv.pequannock.org/students/bell-schedule>

Hillview Elementary School: <https://hv.pequannock.org/students/students-clone>

North Boulevard Elementary School: <https://nb.pequannock.org/students/students-clone>

Stephen J Gerace Elementary School: <https://sig.pequannock.org/students/daily-schedule>

*Note: assignment report start/end times differ from school start/end times.

SCHOOL CLOSINGS AND DELAYED OPENINGS

When schools are closed or delayed for any reason (i.e. inclement weather) and you have a substitute assignment for the day, you can access the district's website (www.pequannock.org) for updated information on the closure or delay. We will also post a web alert on Frontline. A delayed opening is two hours later than the school's regular start time, but please check the District Regular and Delayed Opening Schedule for each school. *Report time is two hours later than report time in Frontline.

SUBSTITUTE TEACHER RESPONSIBILITIES

- A substitute teacher is expected to work a full school day unless informed differently by the building principal.
- A substitute teacher is expected to perform all the duties of the regular teacher unless the principal releases the substitute from a particular responsibility.
- A substitute teacher may seek assistance from a neighboring Teacher or from the building principal.
- A substitute teacher should NEVER leave a class/classroom unattended and should never leave the school building during the regular school hours without checking with the building principal.

SUBSTITUTE EVALUATION PROCESS

If a Building Principal or Assistant Principal determines that a substitute employee's performance does not meet District standards or if the substitute's behavior is not consistent with District policies, the Principal or Assistant Principal will contact Kelly Education to block the substitute from receiving assignments in that school building. When a substitute has been excluded from three (3) District school buildings, the substitute will be ineligible for further employment in the Pequannock Township School District. The District retains the right to discharge a substitute from accepting assignments within the Pequannock Township School District prior to the substitute's exclusion from three Pequannock schools if the Superintendent determines that such action is in the best interests of the district. The Board of Education office will notify the substitute of his/her inability to continue to accept assignments in the District.

The District may dismiss a substitute when dismissal is in the best interests of the school district. The District and the Board of Education reserves the right to terminate a substitute without notice when sufficient case warrants.

CANCELLATION OF SUBSTITUTE WORK ASSIGNMENTS

When a substitute employee reports to a school building to fill a vacancy that is an error or the substitute is not needed for another reason, the Principal/Assistant Principal will make an effort to reassign the substitute to another assignment in that building or any building within the District. If such reassignment is not possible, the substitute will be sent home.

If a substitute job appears for a non-school day (Saturday, Sunday, or holiday), please do not accept it. It is an error.

CLASSROOM INSTRUCTION

Substitute teachers should endeavor to preserve the regular routine of the classroom. They are to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with the building principal.

Focus on instruction immediately. State your expectations clearly and simply. Introduce the goal of the lesson and what you want students to do and understand. Use time limits to maintain the structure of the lesson. Assess continually to ensure understanding – ask students to reinterpret instructions or key ideas.

A substitute teacher should leave the regular teacher a brief summary of the day's activities by class period.

A substitute teacher should be an active part of the classroom instruction. Reading personal material (newspapers, magazines, books), sleeping, working on personal matters, are unacceptable and are reasons for removal from service.

CLASSROOM MANAGEMENT

- Learn the names of students as quickly as possible.
- Exhibit enthusiasm and confidence.
- Be fair, firm, and consistent.
- Use praise generously and show respect for students.
- Take an active interest; walk around the classroom and give individual attention where needed.
- Treat students with dignity.
- Vocabulary should be appropriate for the classroom.
- Do not administer corporal punishment or physical contact of any kind.

ATTENDANCE

Prompt attendance of substitute teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program.

DRESS AND GROOMING

[Policy 3216 – DRESS AND GROOMING](#) applies to substitute teachers and paraprofessionals as well.

The Board of Education believes the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to discipline and learning, the Board establishes rules for the dress of teaching staff members in the performance of their professional duties.

Click here to continue reading the entire policy: [Policy 3216 – DRESS AND GROOMING](#)

SAFETY AND SECURITY

Employees, as well as substitutes, must report any health and safety accidents, incidents and or hazards to the Building Administrator (School Principal or designee) immediately. In the case of a life-threatening situation, contact 911 immediately. Please familiarize yourself with the *Program Security Guide* for each building as well as the *Emergency Packet* posted by the classroom door. These reference tools will provide further detailed information and guidance on how to proceed during a school emergency/drill.

Please review the appropriate Program Security Guide before reporting for a job assignment or arrive early at the school in order to review that school's specific guidelines.

GCN Training

All permanent building substitutes are required to complete assigned online training courses each school year. Failure to complete the GCN course may result in an interruption in a substitute's ability to report to work.

HARASSMENT, INTIMIDATION AND BULLYING

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 1) 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 to his person or damage to his property; [or]
- 2) A has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- 3) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student by severely or pervasively causing physical or emotional harm to the student. Contact the School Safety Specialist or principal if you see any of this behavior

STUDENT RECORDS

Student Records are considered private and confidential and are to be secured at all times. **Student information should never be shared outside the school for any reason.**

POLICY ON NON-DISCRIMINATION

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discipline, compensation, training, transfer or other term, condition, or privilege of employment solely because of his/her handicap/disability, provided an employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

SEXUAL HARASSMENT

[Policy 4352 – SEXUAL HARASSMENT](#) applies to substitute teachers and paraprofessionals as well.

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive

speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Click here to continue reading the entire policy: [Policy 4352 – SEXUAL HARASSMENT](#)

WORKERS' COMPENSATION

Any injury or illness sustained as a result of the teacher or staff member's assigned duties should be immediately reported to the school nurse. If the injury or illness occurs at a time when it is not possible to report the injury through the school nurse, the injured employee should contact NJSIG directly at **1-609-543-3377**. In case of an emergency, go to the nearest hospital and tell your employer and NJSIG within 24 hours. The payroll coordinator at the Board Office should be contacted for further information.

INAPPROPRIATE STAFF CONDUCT

The Substitute's conduct in completing their professional responsibilities shall be appropriate at all times. Substitutes shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. Substitutes shall not engage in inappropriate conduct toward or with students. Substitutes shall not engage or seek to be in the presence of a student beyond the substitute's professional responsibility.

USE OF CORPORAL PUNISHMENT

[Policy 3217 - USE OF CORPORAL PUNISHMENT](#) applies to substitute teachers and paraprofessionals.

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary.

Click here to continue reading the entire policy: [Policy 3217 - USE OF CORPORAL PUNISHMENT](#)

USE OF CELL PHONES

[Policy 3322 – TEACHING STAFF MEMBER'S USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES](#) applies to substitute teachers and paraprofessionals as well.

The Pequannock Township Board of Education recognizes a teaching staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but

are not limited to: voice conversations, text messaging, accessing social networking or other internet sites, or any other type of electronic communication.

Click here to continue reading the entire policy:

[Policy 3322 – TEACHING STAFF MEMBER’S USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES](#)

REQUIREMENT OF NOTIFICATION

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of NJAC 6A:9-17.1. The report submitted to the Superintendent shall include the date of the arrest or indictment and charges lodged against the certificate holder. Such certificate holder shall also report to the Superintendent the disposition of any charges within seven (7) days of disposition. Failure to comply with these reporting requirements may be deemed just cause for revocation or suspension of certificate pursuant to NJAC 6A:9-17.5.

RESIDENCY REQUIREMENT

Every person holding employment or a position in a school district shall have his/her principal residence in New Jersey as required by N.J.S.A. 52:14-7. A person holding employment or a position has one year from taking the position/employment to satisfy the requirements of principal residency; if such person fails to satisfy the requirement of principal residency in New Jersey after the 365 day period from date of hire, that person shall be deemed unqualified to continue to hold the position.