

**East Greenwich Township School District
559 Kings Highway Mickleton, NJ 08056**



Per Diem Substitute Teachers - Candidate Process

In order to be considered for a substitute teacher position in the East Greenwich Township School District, you must possess one of the following:

- ☐ New Jersey teacher certification
- ☐ A county substitute teacher certification
- ☐ *30 college credits to apply for a county substitute teacher certification - visit <https://www.nj.gov/education/certification/substitutes/> for additional information

Please follow the steps below to be considered for employment:

1. Apply for a substitute teacher position on our website. Select the "About" tab. Select "Job Postings".
2. When contacted, participate in an interview.
3. If you are offered a position as a substitute, your name and position will be included on the next East Greenwich Township Board of Education agenda for board approval.
4. Once the board approves, the board office secretary will contact you to complete the hiring process. The hiring process includes the following:

- ☐ Background checks:
 - NJDOE Fingerprinting (one of the following):
 - New applicant
 - Archived fingerprints
 - Transferred fingerprints
 - State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release Form
 - One per for EACH previous employer for the past 20 years where you have worked directly with children
- ☐ Complete Tuberculosis testing (one of the following):
 - Demonstrate proof of results within the past 6 months
 - Continuous employment in a school district with no breaks in service greater than 6 months
 - New test through your medical provider or the Gloucester County Department of Health (free to Gloucester County residents)
- ☐ Complete District paperwork
 - Payroll
 - Federal W4 form
 - NJ W4 form
 - Direct deposit form (must be returned with a voided check or bank authorization)
 - I9 Form
 - Complete section 1
 - Provide 2 forms of identification
 - o Driver's license and Social Security card or Passport

5. Once the hiring process is complete, the substitute coordinator will contact you and explain how to accept jobs in our substitute management system, Frontline.
6. On your first day as a substitute, please plan to arrive by 8:00am for a building walk through.
7. Enter at the main doors and ring the bell.
8. Enter the main office and sign in on the Substitute Sign In sheet. Be sure to sign out at the end of the day. Your signatures will be used to compensate you for your work.

If you have any questions about this process, please contact Tammy Vogt, vogtt@eastgreenwich.k12.nj.us.

To Apply for a County Substitute Teacher Certification

1. Apply here: [NJEdCert \(outlook.com\)](#)
 - Create an account – be sure to use the correct spelling of your name, include all contact information – email is how they will communicate with you, so please be sure it is a current, personal email.
 - Apply for Instructional Substitute

2. Get “Official” Transcripts sent directly by your college / university /or <https://tsorder.studentclearinghouse.org/school/select>
 - send to: certapplication@doe.nj.gov
 - OR – have them sent to glocert@doe.nj.gov (quicker) and we can upload them to your EdCert account BUT you must send us an email with your App-2022-# and last 4 of your social so that when we receive the document, we can ensure applying it to the right account**

3. After approx. 1 week of getting your fingerprints done or archived – check here: <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> – if it looks like the attached document with the correct information from #2 – save as JPEG or PDF only and either upload it to your NJ EdCert account.

*Nurses will need a copy of their current Nursing License