

# Greater Egg Harbor Regional High School District



Absegami High School  
Galloway, NJ 08205  
www.absegami.net



Cedar Creek High School  
Egg Harbor City, NJ 08215  
www.cedarcreekhs.net



Oakcrest High School  
Mays Landing, NJ 08330  
www.oakcrest.net

## SUBSTITUTE TEACHER/NURSE/COACH APPLICATION PROCESS

Thank you for your interest in the position of substitute teacher, substitute nurse or coach with the Greater Egg Harbor Regional High School District. Our district offers an “on call as needed” position to our substitute teachers at a flat rate of \$95.00 per day, no benefits and substitute nurses at a flat rate of \$200 per day, no benefits. All substitute teachers must work for our district a minimum of 10 days per school year. If you do not accept at least 10 assignments per school year, you will not be board approved for the upcoming school year and you will be removed from our roster.

A prospective applicant must have either a teaching certificate, a substitute certificate or be eligible to apply for a substitute certificate. To be eligible to apply for a substitute certificate the applicant must have completed 60 college credits. ALL applicants must be cleared by the New Jersey Criminal History Review Unit for this district and be approved by our Board of Education.

Please see instructions below that pertain to your individual status.

### PROCEDURE FOR APPLICANTS APPLYING FOR A SUBSTITUTE CERTIFICATE:

- Bring completed district application that includes complete name & mailing address for references to the Office of the Superintendent (district office) at the address below
- Request your official college transcript be mailed to the Office of the Superintendent
- When references have responded and transcript is received, you will be contacted by a district administrator for an interview
- Following a successful interview, complete the fingerprint application at <https://tinyurl.com/GEHRFingerprint> Once submitted, the form will be emailed directly to Leigh Hutter in the Business Office. She will contact you to process the application and will require the necessary fees charged by the state at that time (please have a debit or credit card available).
- The county substitute application and oath of allegiance form will be distributed to you, usually via email. Completed forms with original signatures will need to be returned to the district office with a money order in the amount of \$125, payable to Commissioner of Education (the state does not accept cash or personal checks). The oath of allegiance can be notarized for you in the district office if needed.
- Substitute certificates issued from the State of NJ are valid for 5 years.
- Substitute teacher certificate is required for all paid coaches and unpaid volunteers. Unpaid clinicians do not require a substitute teacher certificate (see below).

(continued page 2)

#### **PROCEDURE FOR APPLICANTS APPLYING THAT HOLD A TEACHING OR SUBSTITUTE CERTIFICATE:**

- Bring completed district application that includes complete name & mailing address for references to the Office of the Superintendent (district office) at the address at the bottom of the previous page
- If you hold a teaching certificate, please contact the Superintendent's Office at 609-625-1456 or come in person to provide your social security number so the state TCIS system can be accessed to print your certificate
- If you hold a substitute certificate, bring your original substitute teacher certificate (with raised seal) to the district office. A copy will be made for your file and the original returned to you.
- Request your official college transcript be mailed to the Office of the Superintendent
- When references have responded and transcript is received, you will be contacted by a district administrator for an interview
- Following a successful interview, complete the fingerprint application at <https://tinyurl.com/GEHRFingerprint> Once submitted, the form will be emailed directly to Leigh Hutter in the Business Office. She will contact you to process the application and will require the necessary fees charged by the state at that time (please have a debit or credit card available).
- Teaching or substitute certificate is required for all paid coaches and unpaid volunteers. Unpaid clinicians do not require a substitute teacher certificate (see below).

#### **ALL SUBSTITUTE CANDIDATES:**

- All candidates are required to have a Mantoux (TB) test performed by a medical provider of their choice. The district will accept results on forms provided by your medical provider or the district can provide candidates with a form for their medical provider to complete. If you have had a Mantoux test performed within the last 6 months, the results can be accepted.
- All candidates are required to have fingerprint clearance for Greater Egg, even if you have clearance in another district. Please complete the form at the link noted above. Please do not complete the process on your own.
- You will receive written notification of your board approval, with additional instructions as to when to report to the district office to complete the hiring process.
- Once board approved, you will be provided with an ID badge, an AESOP/Frontline login, a district email address and will be required to complete online training for this district in order to remain an active substitute teacher in this district.

If you are applying as a **SUBSTITUTE NURSE**, please also bring your original nursing license to the district office. A copy will be made for your file and the original returned to you.

**Coaches & Assistant Coaches (paid)** – All coaches must complete substitute application and have a valid teaching/substitute certificate or be eligible to obtain a substitute certificate and fingerprint clearance.

**Volunteers (unpaid)** – Must have a valid teaching or substitute certificate and fingerprint clearance

**Clinicians (unpaid)** – Can have less than 60 credits, a teaching or substitute certificate is NOT required, must have fingerprint clearance. Clinicians are not permitted to be alone to supervise students.

**PLEASE KEEP THESE INSTRUCTIONS FOR YOUR FILE**



1824 Dr. Dennis Foreman Dr.  
 Mays Landing, NJ 08330  
 609.625.1456 FAX: 609.625.0045

**Greater Egg Harbor Regional High School District**

APPLICATION FOR SUBSTITUTE TEACHING/COACHING/HOMEBOUND INSTRUCTION & TUTORING

Date: \_\_\_\_\_

Return Application to: Susan Romeo, Office of the Superintendent

Name: \_\_\_\_\_  
 Last Name First Name Middle

Address: \_\_\_\_\_  
 \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
 Home Cell

I am interested in: \_\_\_\_\_ Classroom Substitute Teacher \_\_\_\_\_ Coach \_\_\_\_\_ Homebound Inst/Tutor  
 \_\_\_\_\_ Long Term Substitute/Leave Replacement

If applying as a Coach, indicate sport and school you are interested in: \_\_\_\_\_

What NJ Certificate do you hold? \_\_\_\_\_ Substitute Certification \_\_\_\_\_ Teaching Certification

Subjects qualified to teach: \_\_\_\_\_

References:

1. \_\_\_\_\_  
 Name Address City State Zip Code
2. \_\_\_\_\_  
 Name Address City State Zip Code
3. \_\_\_\_\_  
 Name Address City State Zip Code
4. \_\_\_\_\_  
 Name Address City State Zip Code

The information in this application is complete and accurate. I give you permission to verify this information. I understand that any misleading information may be just cause for dismissal.

\_\_\_\_\_  
 Sign Here

In compliance with A.D.A. guidelines, assistance is available to you in completing this application, should you need such assistance

An Affirmative Action/Equal Opportunity Employer

**EDUCATION**

From	To	<b>SCHOOL AND LOCATION</b>	Degree	Credits	Date	Major
Mo. / Yr.	Mo. / Yr.		Rec'd		Grad.	
		High School				
		College/University				
		Graduate School				

**TEACHING EXPERIENCE:**

From	To	<b>NAME OF SCHOOL</b>	<b>LOCATION</b>
Mo. / Yr.	Mo. / Yr.		

**NON-TEACHING EXPERIENCE:**

From	To	<b>EMPLOYER</b>	<b>LOCATION</b>
Mo. / Yr.	Mo. / Yr.		