**elsinboro township board of education File code: 2130.3**

**Salem, New Jersey**

**Policy**

TEACHER IN CHARGE

The Elsinboro Township Board of Education authorizes the superintendent to assign a staff member to act as teacher in charge in the event of the absence of both the superintendent.

In the case of the absence of both the superintendent, the designated teacher in charge is authorized and directed to take necessary action to ensure the health, safety and welfare of all personnel, both staff and students; to protect school property; and to foster the orderly continuation of the educational program.

The superintendent, after consultation with the other administrators, shall submit a list of possible teacher in charge designees for board of education approval. The designated teacher in charge shall be compensated at the discretion of the board of education.

The teacher in charge shall report to the superintendent, who will provide training, manuals, equipment and supplies to the teacher in charge necessary for him/her to function successfully in this role. When it becomes necessary for the superintendent to be absent from the school during normal school hours, the teacher in charge will be advised as soon as possible, so that he/she will have ample time to make the necessary adjustments to his/her schedule. It will be the responsibility of the superintendent to advise the teacher in charge when it becomes necessary for the teacher in charge to assume his/her duties. In all cases, the teacher in charge will be supplied with the means to contact the superintendent, in order to confer with them and ask advice.

When the teacher in charge assumes this administrative role, his/her duties shall include, but not be limited to:

A. Assigning staff members as necessary to assure proper coverage in all classes;

B. Handling emergency personnel matters (granting emergency leaves of absence, securing substitutes, etc.);

C. Resolving immediate and critical discipline incidents. Final resolution of these matters will be at the discretion of the superintendent;

D. Representing the administration at special events and/or after school activities;

E. Assisting the superintendent during emergencies. In case of the need for an emergency closing of the school during the day the teacher in charge will confer with the transportation contractor (B.R. Williams), and the president (or vice president if the president is unavailable) in order to determine the safest way of having students reach home. The staff, radio and television stations will be notified in order to alert parents or guardians of the impending early closing of school.

Additional Duties

In addition to acting on behalf of the superintendent in their absence, the teacher in charge shall:

A. Remain after school until the end of the transportation run (approximately 3:30 p.m.);

B. Lock/unlock emergency doors at appropriate times (before/after school);

C. Assist the superintendent with curriculum review/revision, including the submission of written and/or verbal reports.

The teacher in charge shall provide a report (verbal or written) to the superintendent detailing any activities or issues encounter while he/she was acting in the role of teacher in charge. This report shall be made as soon as possible after the return of the superintendent.

The teacher in charge will support and promote all of the policies of the Elsinboro Township Board while fulfilling the role of teacher in charge and he/she shall have the support of the administration and the board.

Adopted: October 6, 2008

NJSBA Review/Update: November 2021

Readopted:

Key Words

Teacher in Charge, Supervisor, Assistant Principal

**Legal Reference:** N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact

with students; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over students

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.S.A. 18A:37 Discipline of students

N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-9 Instructional certificates

N.J.A.C. 6A:9B-11.3 Authorization

N.J.A.C. 6A:9B-11.6 Supervisor

N.J.A.C. 6A:9-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10‑2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10‑4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:10‑5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:10‑6.1 et seq. Evaluation of teaching staff members other than

teachers, principals, vice principals and assistant

principals

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:17 Students at risk of not receiving a public education

N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:** \*4115 Supervision

\*4116 Evaluation

\*4117.4/4217.4 Reduction in force/abolishing a position

\*4117.41 Nonrenewal

\*Indicates policy is included in the Critical Policy Reference Manual.