



# Hamilton Township School District

1876 Dr. Dennis Foreman Drive, Mays Landing, Atlantic County, New Jersey 08330  
District Website: [hamiltonschools.org](http://hamiltonschools.org)

**Mark A. Ritter**  
*Interim School Business Administrator*  
Telephone: (609) 476-6302

**Maryann A. Banks, Ed.D.**  
*Interim Superintendent*  
Telephone: (609) 476-6300  
Fax: (609) 625-4847

**Lisa C. Dagit**  
*Director of Curriculum and Instruction*  
Telephone: (609) 476-6310

Please follow the instructions below:

Substitute Teacher for the Hamilton Township School District:

**1. County Substitute Certificate**

- A. County Substitute Certificate Application (State of NJ-Dept. of Ed form), 2 Copies
- B. Oath of Allegiance/Verification of Accuracy (county form-**must be notarized**)
- C. Money Order for \$125 payable to the **Commissioner of Education**
- D. Official transcript sent to Personnel (A minimum of 60 credits is required to be eligible)

**OR**

Copy of Regular NJ Certificate

**AND**

**2. Hamilton Township School District employment application completed online.** Visit [www.hamiltonschools.org](http://www.hamiltonschools.org). Click employment opportunities, click the Applitrack Link to start. You will need to upload a cover letter, resume, NJ Certificates, and two current letters of reference.

**3. Criminal History Review:**

- A. Provide a letter from the state if currently substituting so we may verify employment

**OR**

- B. Complete the process online, according to directions. If you have substituted in the past, you may be able to archive your prints and pay a reduced rate.

**4. TB Test Results**-Copy of recent Tuberculosis test result or see the school nurse and complete form.

**5. Form I-9**, Employment Eligibility Verification form

Complete page 1 and provide a copy of your US Passport or SS Card and Drivers license

**6. W-4** (Fill out completely and sign)

**7. Direct deposit form** (Attach a voided check)

**8. Emergency contact form**

**9. Critical District Policies** (Read policies online and sign off)

**10. Visit <http://www.hamiltonschools.org/subsonly.html>** to print the required forms, read policies, read the substitute handbook, and other imperative information.



**All Children Can Learn! All Children Can Succeed!**

## 11. Aesop

Beginning September 1, 2015, the school district will be using the AESOP school system. It is an Automated Substitute Placement and Absence Management System. You will be sent your own unique login information from the Personnel Department. In order to find and accept substitute jobs you must login to the Aesop system online or by phone. Aesop is available 24/7. We encourage you to be proactive with the system and following the directions using the links below.

<http://help.frontlinek12.com/Aesop/wp-content/uploads/2013/08/AesopSubQuickstartFinalEdit.pdf>

[www.FrontlineK12.com/Aesop](http://www.FrontlineK12.com/Aesop)

## 12. Working Hours

Effective Monday, December 7, 2015, The Hamilton Township School District would like to notify all substitute teachers and substitute paraprofessionals that there will no longer be half day pay. All substitute teachers and substitute paraprofessionals will receive full day pay for all days worked. The substitute must report for the full day in order to receive full day pay.

If a teacher, paraprofessional, or nurse creates a half day absence, the substitute must report for the full day. Please see the main office on these days and they will assign you as needed.

In addition, all substitute teachers and substitute paraprofessionals must work for our district at least 10 days per school year. If you do not accept at least 10 assignments per school year, you will not be approved for the upcoming school year and you will be removed from our roster.

If you have any questions, you may reach Danielle Bart at 609-476-6247

Please return the completed items to:

Danielle Bart, Personnel Secretary  
1876 Dr. Dennis Forman Drive  
Mays Landing, NJ 08330