

**Office of the Superintendent
MONROE TOWNSHIP SCHOOL DISTRICT
423 Buckelew Avenue
Monroe Township, NJ 08831
(732) 521-2111**

Process for Becoming a Substitute Teacher in the Monroe Township School District

1. Applicant fills out the district's [Certificated Substitute Employment Application](#). This application is also available on the district's website under Human Resources. Employment applications are also available in the Personnel Office during office **walk-in hours only** (see below).
2. Once the Personnel Office receives the initial employment application, it is sent to a building principal. A building principal will contact the applicant for an interview and verify **at least one** personal reference via telephone.
3. The principal will send the Candidate Reaction Form with application to the Personnel Office.
4. Provided the candidate receives a favorable recommendation and reference, the Personnel Office will contact the candidate to explain the additional requirements:
 - [How to Apply for a Substitute Credential](#)
 - Results of Mantoux Tuberculin Test
 - Satisfactory completion of Substitute Orientation Training (offered by district)

All required documentation must be submitted to the Personnel Office during Walk-In Hours

9:00 am to 12:00 noon, 1:00 pm to 4:00 pm (Office closed from 12:00 noon to 1:00 pm)

OR

mailed to:

**Office of the Superintendent
c/o Dorothy Domke
Monroe Township School District
423 Buckelew Avenue
Monroe Township, NJ 08831**