

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

687 ROUTE 9, CAPE MAY, NJ 08204-4697



TEL: (609) 884-3475
FAX: (609) 884-7067

Substitute Teachers

PLEASE complete and RETURN THE FOLLOWING:

1. LCMR General School Application for Employment
2. A copy of your Substitute or Teaching Certificate.
3. **OR**, if you are applying for a **NJ Substitute Teaching Certificate** please create an account and apply online through:
New Jersey Educator Certification (NJEdCert) Portal
<https://njedcert.force.com/manage/s/>
Once you have an NJEdCert account you can submit questions and communicate directly with customer service staff. You can also find more information about educator certification on the [New Jersey Department of Education's Certification](https://www.nj.gov/education/certification/) webpage: <https://www.nj.gov/education/certification/>
4. Copy of Fingerprint Approval Report.
5. Employment Eligibility Verification Form I-9.
 - Complete Section 1 and sign form.
 - **Provide Identification as per included list of acceptable documents. Present one form from List A, OR one form from List B AND List C.**
6. Reporting of Charges Requirement
7. Online Safety Training
8. Sexual Misconduct/Child Abuse Disclosure Release
9. Mantoux-TB test
10. Form W-4
11. Direct Deposit Form
12. Copy of Covid-19 Vaccination Card if applicable.

2022-23 per Diem wages:
\$150 w/Substitute Certification or Teacher Certification