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Personnel Manager

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Welcome to the Manville School District Personnel Department

The Manville School District, proudly serves the community of Manville, Somerset County, New Jersey. The educational community serves approximately 1345 students in a K-12 configuration. The mission of the district is as follows:

“The mission of the Manville School District, in partnership with the entire Manville community, is to provide our students with a student-centered and nurturing educational environment focused upon the academic expectations as identified by the New Jersey Core Curriculum Content Standards, and the development of the child as a life-long learner, and a respectful contributing member of a democratic society.” (Approved, September, 2009)

Manville School District is accepting [applications for employment online](#) for all Professional and most Support Staff positions. The Personnel Office requests that those who seek employment file their application online rather than sending paper via the US mail.

The Manville School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

Manville School District Application Process

Professional and Support Staff:

Applicants for all Professional and most Support Staff positions should view our employment opportunities and complete the Online Application.

All applicants are required to submit the following with their online application: cover letter/letter of introduction, current resume and three (3) references. In addition Administrative and Teaching applicants must also include the following: copy of NJ certificate (if obtained), three (3) letters of reference, and copies of all college transcripts. These supporting documents should be uploaded into our online system from your computer. If that is not possible you should submit to the Personnel Office all the above documents in ONE COMPLETE PACKET. You should indicate when you submit your packet that the documents supplement your online application.

Once you have completed your online application you will receive an email acknowledging receipt. You may update your application at anytime.

Your application will remain active for positions available in the school year that you applied and for the start of school the following September.

Custodial Staff

Custodial applicants are also encouraged to submit an online application. If this is not possible, please complete the **Non-Certificated Application** and forward with your resume and cover letter to Personnel Manager, Manville School District, 410 Brooks Boulevard, Manville, NJ 08835

Your application will remain active for positions available in the school year that you applied and for the start of school the following September.

SUBSTITUTE TEACHING IN THE MANVILLE SCHOOL DISTRICT

CERTIFICATION INFORMATION

I. STATE

1. Any holder of a regular teaching certificate issued by the New Jersey Department of Education can qualify as a substitute teacher.
2. Holders of out-of-state teacher certificates generally fulfill substitute requirements.

II. COUNTY

1. Those not holding a teaching certificate must procure a County Substitute's Certificate valid for day-to-day teaching, not to exceed twenty (20) days in one position.
2. The County Substitute's Certificate will be issued for a five (5) year period. It must be renewed when it expires by submitting it to the local district for transmittal to the County Office.
3. A County Substitute's Certificate issued by the office of the Somerset County Superintendent of Schools is valid in all Somerset County schools.

III. LOCAL

1. All substitutes, other than those having teaching certification, must be persons who hold a degree from an accredited four year college or have 60 semester hours of college credit.
2. Applicants for substitute teaching who hold regular certificates issued by the New Jersey Department of Education need not apply for a County Substitute Certificate. However, applicants must complete the Criminal History Review Process and receive official clearance before Board of Education approval can be granted.
3. A substitute certificate is transferred from county to county. If an applicant applies to more than one county for substitute employment, only one certificate will be required. That certificate must be presented to each county in which it is to be used and must be validated by the receiving county.
- 4.

SUBSTITUTE TEACHER CERTIFICATION PROCEDURES

STEP ONE: Complete the Manville School District substitute application form available from the Superintendent's Office.

STEP TWO: Complete the Criminal History Review Process as outlined by the State Department and schedule appointment for fingerprinting with Sagem Morphem. (information included with Application packet)

STEP THREE: After the Superintendent's Office has received an official fingerprint clearance from Trenton, you must complete these forms:

1. a. Somerset County Substitute Certification Application.
2. Oath of Allegiance with your signature notarized.
3. A money order or certified check for one hundred twenty five dollars (\$125.00) payable to the Commissioner of Education.

4. An official transcript, indicating your completion of 60 semester credit hours at an accredited college, which includes the signature of the registrar and college seal.
5. Additional records required for substitute school nurse – copy of current N.J.R.N. license (showing expiration date).
6. Arrange for a brief interview.

STEP FOUR: Upon receipt of your substitute certificate, the Superintendent's Office will mail it to you.

STEP FIVE: The state requires you show proof you are free from tuberculosis. Please submit negative results of the mantoux test. If you know you have a positive reaction to a mantoux test, you will need to obtain an X-ray and submit the results with your substitute application. A free mantoux test may be administered from our school nurse.

PAYMENT FOR SERVICES:

Regular Teaching Certificate:

County Substitute Teaching Certificate: