

## Professional Personnel

### Administrative Procedure - Substitute Teachers

#### Qualifications of the Substitute Teacher

1. Substitute teachers are required to have one of the following that is valid in Illinois:
  - a. Teaching certificate in the field(s) in which they substitute or a substitute teacher certificate under Article 21 of the School Code until ISBE implements the new licensure system under Article 21B of the School Code.
  - b. Professional educator license, a professional educator license with stipulations, or a substitute teaching license under Article 21 B of the School Code after ISBE implements the new licensure system under Article 21 B of the School Code or before June 30, 2013 (P.A. 97-607).
2. Substitute teachers shall have each of the following credentials on file with the District Administrative Office.
  - a. Completed application for employment,
  - b. Teaching certificate or license registration (when the new ISBE licensure system is operational),
  - c. Evidence of freedom from tuberculosis,
  - d. State and federal tax forms,
  - e. Transcript of college credits,
  - f. Form I-9, and
  - g. If applicable, certificate of authorization from the Regional Superintendent (ROE) or Suburban Cook County Intermediate Service Center, whichever is appropriate (105 ILCS 5/21-9(c), amended by P.A. 96-1489 and deleted by P.A. 97-607). **Note:** P.A. 97-607 is silent about whether certificates of authorization issued under P.A. 96-1489 are still valid or expired. Contact ISBE, the ROE, or Intermediate Service Center with questions.
3. The District's equal employment opportunity policy applies to substitute teachers.

#### Superintendent's Responsibilities

1. The Superintendent or designee maintains a list of substitute teachers in the District Administrative Office.
2. The Superintendent or designee verifies:
  - a. Criminal background check results, and
  - b. When applicable, the certificate of authorization with the list of registered substitute teachers maintained by the Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is applicable.

#### Duties of the Substitute Teacher

1. Keep and leave a status report of lesson plans completed and leave a report of the group's accomplishments.
2. Manage all recording of assignments and grading during the time worked as outlined in the applicable collective bargaining agreement or duties for long term substitute teachers.
3. Prepare plans for the following day's work.
4. Follow the regular teacher's lesson plans.

5. Leave the classroom and its equipment in order.
6. Leave a note reporting any unusual experience with a student during the day.
7. Hold as confidential any information concerning staff, parents, or students.
8. Be consistent in dealing with others; emphasize the positive, yet be firm and sympathetic.
9. When notified in time, arrive at least 20 minutes before the school period starts, and remain on duty at least 20 minutes after dismissal time.
10. Check with the office when reporting for substitute duty, and check with the office before leaving to see if you will be needed the next day.
11. If temporarily or permanently withdrawing from substitute work, so inform the central office.
12. Report any issues you encounter to the Building Principal.

#### Compensation

1. The rate of pay for substitute teachers is established from time-to-time by the School Board.
2. Substitute teachers are employed and paid for only days actually worked. Substitutes are not paid for holidays, vacation days, or days of illness.

#### Assignment Procedures

Substitute teachers will be called as needed from the office of the Building Principal. Only teachers who are on the substitute teacher list, as compiled by the Superintendent or designee, may be called for substitute work. Substitute teachers are given as much notice as possible; however emergency situations will be called the morning they are needed.

#### District Responsibilities

The person arranging for a substitute teacher's service shall provide each substitute with the following:

1. District map with locations of District schools indicated,
2. District and school building emergency procedures, location of emergency equipment, etc.,
3. School directory,
4. School calendar and handbook, and
5. District student discipline policy and procedures.