

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold *either* a valid teaching or substitute certificate and ~~present a certificate~~ *may teach in the place* of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. ~~Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated is unavailable~~ *a certified teacher who is under contract with the Board. There is no limit on the number of days that* a substitute teacher may teach only for a period not to exceed 90 paid in the District during the school days ~~or 450 paid school hours in any one school district in any one school term year.~~ However, ~~a teacher holding an~~ *there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply:*

- 1. A substitute teacher holding a substitute certificate may teach only for a period not to exceed 90 school days.*
- 2. A teacher holding a valid* early childhood, elementary, high school, or special certificate may ~~substitute teach~~ *only* for a period not to exceed 120 ~~paid~~ school days.

The Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 600 500 paid school hours in any one school district in any one school term year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The ~~School Board of Education~~ *School* Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

If the substitute teacher's term of service in the same assignment goes beyond 15 consecutive school days, his or her rate of pay will be \$100/day. Pay shall be retroactive to the beginning of his/her employment for that particular assignment. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. Retired teachers may be employed as substitute teachers.

Emergency Situations

A substitute teacher may teach when no certified teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent will notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9, *5/21B-20(3), and* 24-5.
23 Ill.Admin.Code §1.790.

CROSS REF.: *5:30 (Hiring Process and Criteria)*

ADOPTED: November 6, 2001

AMENDED: February 28, 2011