

## Professional Personnel

### Administrative Procedure - Substitute Teachers

#### Qualifications *of the Substitute Teacher*

- ~~1. The Superintendent or designee maintains a list of substitute teachers in the District Administrative Office.~~
1. Substitute teachers are required to have a valid State of Illinois teaching certificate in the field(s) in which they substitute or a substitute teacher certificate.
2. Substitute teachers shall have the following credentials on file with the District Administrative Office.
  - a. Completed application for employment,
  - b. *Certificate of authorization from the Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate (105 ILCS 5/21-9(c), amended by HB 5863, eff. 1-1-2011),*
  - c. *State and Federal tax forms, and*
  - d. *Form I-9.*
  - e. ~~Evidence of teaching certificate registration,~~
  - f. ~~Evidence of freedom from tuberculosis,~~
  - g. ~~State and federal tax forms,~~
  - h. ~~Transcript of college credits,~~
  - i. ~~Form I-9, and~~
  - j. ~~Written authorization for criminal background investigation.~~
- ~~4. The Superintendent or designee instigates a criminal background investigation or asks for one to be performed by the Regional Office of Education Superintendent if the applicant is seeking concurrent positions in more than one District.~~
3. The District's equal employment opportunity policy applies to substitute teachers.

#### *Superintendent' Responsibility*

- 1. The Superintendent or designee maintains a list of substitute teachers in the District Administrative Office.*
- 2. The Superintendent or designee verifies 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. ~~Check, but not grade,~~ *Manage* all ~~papers completed~~ *recording of assignments and grading* during the time worked *as outlined in the applicable collective bargaining agreement or duties for long-term substitute teacher.*
3. Prepare plans for the following day's work.
4. Follow the regular teacher's *lesson* plans ~~and take any school duties that are the regular teacher's responsibility.~~
5. Leave ~~blackboards, desks, and other~~ *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. ~~Feel free to take~~ *Report* any ~~problems that~~ *issues* you ~~might have~~ *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, ~~institute days~~, or days of illness.
3. ~~The substitute teacher must record each day of substitute teaching on a payroll card and submit the card, signed, to the Building Principal.~~

#### 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. *Most Substitute teachers are given as much notice as possible; however, emergency situations* will be called the morning they are needed.

#### District Responsibilities

The ~~appropriate schools~~ *person arranging for a substitute teacher's service* shall provide each substitute, ~~if requested~~, with the following:

1. District map with locations of District schools indicated,
2. *Distractions 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.

LEGAL REF.: 105 ILCS 5/21-9.  
23 Ill.Admin.Code §1.790.

REVIEWED: March 2006