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## **Professional Personnel**

### **Administrative Procedure - Substitute Teachers**

#### **Minimum Qualifications of the Substitute Teacher**

Substitute teachers are required to have one of the following that is valid in Illinois:

1. Professional educator license or professional educator license with stipulations that required a bachelor's degree for issuance
2. Substitute teaching license

#### **Minimum Qualifications of the Short-Term Substitute Teacher**

Short-term substitute teachers must:

1. Hold a valid Short-Term Substitute Teaching License; and
2. Have completed the District's short-term substitute teacher training program.

The District's short-term substitute teacher training program provides short-term substitutes with information on curriculum, classroom management techniques, school safety, and District and building operations. This training program is also available to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License.

#### **Personnel File Requirements**

All substitute teachers shall have each of the following documents on file with the District Administrative Office.

- a. Completed application for employment and transcript of college credits
- b. Evidence of license registration
- c. Evidence of physical fitness to perform assigned duties and freedom from communicable disease
- d. State and federal tax forms
- e. If applicable, Immigration and Naturalization Service, Form I-9
- f. Signed *Acknowledgement of Mandated Reporter Status* form provided by DCFS and, if applicable, evidence that the individual completed mandated reporter training within one year of initial employment and at least every 5 years after that date (required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4, amended by P.A. 98-408)

**Contact ISBE, the ROE, or Intermediate Service Center with questions.**

#### **District 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
  - b. Appropriate license and registration
  - c. References and employment verification

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### Additional Requirements and Procedures

1. Board policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notification*
2. Administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*
3. Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*
4. Board policy 5:30, *Hiring Process and Criteria*
5. Administrative procedure 5:30-AP2, *Investigations*
6. Board policy 5:150, *Personnel Records*

**More information is on the ISBE website, Substitute Teacher License at [www.isbe.net/licensure/html/substitute.htm](http://www.isbe.net/licensure/html/substitute.htm)**

### Standard 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 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 District 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 district online sub calling system. Only individuals, 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 in emergency situations, they will be called the morning they are needed.

### Building Level Responsibilities

The person arranging for a substitute teacher's service shall provide each substitute with the information relevant to the service, for example:

1. District map with locations of District schools indicated

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2. District and school building emergency procedures, location of emergency equipment, etc.
  3. School directory
  4. School calendar and handbook
  5. District student discipline policy and procedures

LEGAL REF.: 105 ILCS 5/21B-20(3).  
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teacher License).

Reviewed: May 17, 2004, November 21, 2016, February 22, 2022  
Adopted: August 23, 2004  
Revisions Adopted: August 2, 2010, December 5, 2016, March 21, 2022