

## **Professional Personnel**

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

#### Qualifications

1. The Superintendent or designee maintains a list of substitute teachers in the District Administrative Office.
2. 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.
3. Substitute teachers shall have the following credentials on file with the District Administrative Office.
  - a. Completed application for employment,
  - b. Evidence of teaching certificate registration,
  - c. Evidence of freedom from tuberculosis,
  - d. State and federal tax forms,
  - e. Transcript of college credits,
  - f. Form I-9, and
  - g. Written authorization for a fingerprint-based criminal history records check.
4. The Superintendent or designee instigates a fingerprint-based criminal history records check or asks for one to be performed by the Regional Superintendent if the applicant is seeking concurrent positions in more than one district. The Superintendent or designee also performs a check of the Statewide Sex Offender Database (730 ILCS 152/115).
5. The District's equal employment opportunity policy applies to substitute teachers.

#### 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, all papers completed during the time worked.
3. Prepare plans for the following day's work.
4. Follow the regular teacher's plans and take any school duties that are the regular teacher's responsibility.
5. Leave blackboards, desks, and other 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 any problems that you might have to the Building Principal.

### Compensation

1. The rate of pay for substitute teachers is \$ \_\_\_\_\_ per day as 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 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. School directory,
3. School calendar and handbook, and
4. District student discipline policy and procedures.

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

DATED: October 10, 2007