PROFESSIONAL PERSONNEL

Administrative Procedure - Substitute Teachers

Assignment Procedures

When an absence from the classroom is necessary, teachers will notify the person responsible for obtaining substitutes. This must be done at least one hour prior to the beginning of the school day. When possible, notification should be made the day prior to the absence to assure the employment of efficient substitutes.

In all cases of absence, the substitute teacher is to be secured by the person designated. Only individuals who are on the substitute teacher list, as compiled by the Superintendent or designee, may be called for substitute work.

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

Minimum Qualifications of the Substitute Teacher

The substitute teacher shall have a teaching license registered in the office of the Regional Superintendent for McDonough County Schools. A list of qualified substitute teachers shall be compiled and distributed to all schools by the Superintendent’s office prior to the opening of school each year.

Substitute teachers are generally 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 teacher license.

Exceptions in 105 ILCS 5/21B-20(E) and (F) allow individuals who do not hold a bachelor’s degree to substitute teach in career and technical education classrooms if they hold an educator license with stipulations and such license holds; a career and technical educator endorsement; or a provisional career and technical educator endorsement.

Additionally, any individual who serves as a substitute teacher for driver’s education must be endorsed for driver’s education pursuant to 23 Ill.Admin.Code §25.100(h).

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:

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

Contact ISBE, the ROE, or Intermediate Service Center with questions. More information is on the ISBE website, Substitute Teacher License at: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

Standard Duties of All Substitute Teachers

The substitute teacher shall assume all the teaching responsibilities normally assumed during the hours of the school day by the regular teacher. Lesson planning and the evaluation of student assignments will be the regular teacher’s responsibilities except in cases of extended absence by the regular teacher. The principal is responsible for providing the substitute teacher with information about emergency procedures, seating charts, and lesson plans.

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.

District Responsibilities

1. The Superintendent or designee maintains a list of all 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

Additional Requirements and Procedures

1. Board policy 4:175, Convicted Child Sex Offender; Screening; Notifications.
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, Investigation
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Compensation

Substitute teachers and those who tutor children confined to the home or hospital are paid once each month on the basis of a report submitted to the Payroll Office on the 15th day of each month.

1. A substitute teacher is paid on a per diem basis established by the Board of Education.
2. After 10 days of continuous service in the same assignment, a substitute teacher shall be placed on step “0” experience and B.A. degree of the salary schedule. This shall be for the duration of continuous teaching in the same teaching assignment only.
   - For a full-time teacher to be employed as a contractual replacement, there must be a specific starting and stopping date and at least ¼ of the school year to be served.
   - If the teacher chooses to use sick leave before starting a leave, the replacement teacher will serve on a substitute basis. Contractual assignment would be offered only after the teacher on leave has used up all sick leave and there is at least ¼ of the year to be served.
   - At no time can a substitute or replacement teacher receive contractual status while the teacher to be replaced is receiving benefits and has not severed the contractual status for a specific time period.
3. A substitute teacher receives half pay for teaching three (3) hours in the elementary schools and three (3) class periods in the junior and senior high schools.
4. A substitute who teaches four (4) or more classes in the junior or senior high schools or four (4) or more clock hours in the elementary schools (not counting lunch time) is paid the per diem rate.
5. If a substitute teacher is called to teach and school is canceled for any reason prior to the time the school day starts, the substitute will not be paid for that day.
6. If school is dismissed early for any reason, except a scheduled early dismissal, the substitute teacher will be paid for services scheduled to be performed as though school were in session the full day.
7. Substitute teacher services for scheduled partial days (these are days of early dismissal in the school calendar, days approved for early dismissal by the Board of Education beyond those which may be listed in the school calendar, or non-emergency early dismissals by the Superintendent of Schools) will be paid as per outlined in this policy.
8. A substitute teacher is expected to perform all the supervisory and teaching responsibilities of the regular classroom teacher. This does not include supervising extracurricular activities such as athletics. The substitute will follow the same time schedule as the teacher he/she is replacing.
9. A tutor is paid an hourly rate established by the Board of Education.
10. Unusual circumstances which do not fit within these guidelines should be referred to the Superintendent of Schools.

Internal substitution refers to:

1. A certificated staff member losing planning time in order to substitute for an absent teacher.
2. A certificated staff member’s class size increasing due to absorbing an absent teacher’s class or part of a class.
3. A certificated teacher taking an absent teacher’s class while a substitute takes over his/hers.

In order to attempt to have a sufficient number of qualified substitute teachers to work in the schools when certificated staff members are absent, the District will:

1. Recruit as many qualified substitutes as possible for District-wide work. Recruiting efforts will begin well before school starts each fall and may include advertisements in the local newspaper.
2. Restrict, when necessary, the number of certificated staff members who may attend workshops on a given day.
3. Encourage full-time applicants who do not obtain full-time certificated positions in the District to consider work as substitutes.
4. Encourage principals to send notice home with each student to help recruit qualified parents as substitute teachers.
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23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teacher License)

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