

Professional Personnel

Substitute Teachers 1

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 may teach in the place of a certified teacher who is under contract with the Board. ² There is no limit on the number of days that a substitute teacher may teach in the District during the school year. However 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: ³

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 teach only for a period not to exceed 120 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 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. ⁴

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. ⁵

Emergency Situations 6

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.

¹ State or federal law controls this policy's content. See policy 5:30, *Hiring Process and Criteria*. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5). The physical examination must be performed within 90 days before the time it is presented to the board, and the employee bears the cost of the physical examination.

² Substitute teaching *certificates* are governed by 105 ILCS 5/21-9, amended by P.A. 97-607, but this section will be repealed on June 30, 2013 because ISBE plans to institute a system of *educator licensure* by July 1, 2013 (P.A. 07-607). All licensure requirements and qualifications are listed in Article 21B of the School Code. Once ISBE institutes the new licensure system, substitute teaching licenses and substitute teaching will be governed by 105 ILCS 5/21B-20(3), added by P.A. 97-607.

³ *Id.*

⁴ 40 ILCS 5/16-118 and 40 ILCS 5/16-150.1. The limitation for TRS annuitants of 120 paid days or 600 hours expired on June 30, 2011.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

⁵ If a board provides substitute teachers other benefits, it may consider listing them here.

⁶ 105 ILCS 5/21-9, amended by P.A. 97-607. An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully certified teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

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)

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Administrative Procedure - Substitute Teachers 7

Qualifications of the Substitute Teacher

1. Substitute teachers are required to have one of the following that is valid in Illinois:
 - a. Teaching certificate in the field(s) in which they substitute or a substitute teacher certificate under Article 21 of the School Code until ISBE implements the new licensure system under Article 21B of the School Code.
 - b. Professional educator license, a professional educator license with stipulations, or a substitute teaching license under Article 21 B of the School Code after ISBE implements the new licensure system under Article 21 B of the School Code or before June 30, 2013 (P.A. 97-607).
2. Substitute teachers shall have each of the following credentials on file with the District Administrative Office.
 - a. Completed application for employment,
 - b. Teaching certificate or license registration (when the new ISBE licensure system is operational),
 - c. Evidence of freedom from tuberculosis,
 - d. State and federal tax forms,
 - e. Transcript of college credits,
 - f. Form I-9, and
 - g. If applicable, certificate of authorization from the Regional Superintendent (ROE) or Suburban Cook County Intermediate Service Center, whichever is appropriate (105 ILCS 5/21-9(c), amended by P.A. 96-1489 and deleted by P.A. 97-607). **Note:** P.A. 97-607 is silent about whether certificates of authorization issued under P.A. 96-1489 are still valid or expired. Contact ISBE, the ROE, or Intermediate Service Center with questions.
3. The District's equal employment opportunity policy applies to substitute teachers.

Superintendent's 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, and
 - b. When applicable, 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.

⁷ State or federal law controls this procedure's content. This procedure contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

These sample procedures must be amended to reflect actual practice. It should be clear who has responsibility for maintaining the substitute list, contacting them, recording work days, and evaluating them. A superintendent may also refer to a Substitute Handbook, if one exists, as well as additional pay provisions.

2. Manage all recording of assignments and grading during the time worked as outlined in the applicable collective bargaining agreement or duties for long term 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 central 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 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. Substitute teachers are given as much notice as possible; however emergency situations 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. District 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 and 5/21B-20(3).
23 Ill.Admin.Code §1.790.

Policy Reviewed June 2003
Policy Adopted August 2003
Policy Reviewed September 2009
Policy Adopted October 2009
Policy Reviewed December 2010
Policy Adopted January 2011

Policy Reviewed January 2012
Policy Adopted February 2012

The Collective Bargaining Agreement will supersede any personnel policy that is contradictory to the Collective Bargaining Agreement between the CCSD 180 Board of Education and the Teachers' Organization of Palisades – IEA/NEA.