



LAKE ZURICH COMMUNITY UNIT
School District 95



Substitute Information

We welcome you to District 95 and look forward to a mutually beneficial working relationship.

Julia Becich

Director of Human Resources

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District Substitute/AESOP Administrator

Phone: (847) 438-2831

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◆ District 95 Schools ◆

Isaac Fox (K-5)

395 W. Cuba Road
Lake Zurich, IL 60047
(847) 540-7070
Principal: Lisa Gregoire
Asst. Principal: Kara Dohman
Secretary: Lynda Howell
lynda.howell@lz95.org

May Whitney (preK-5)

120 Church Street
Lake Zurich, IL 60047
(847) 438-2351
Principal: Chris Martelli
Asst. Principal: Amy Mahr
Secretary: Laura Sheahen
Laura.sheahen@lz95.org

Sarah Adams (K-5)

555 Old Mill Grove
Lake Zurich, IL 60047
(847) 438-5986
Principal: Claudia Mall
Asst. Principal: David Herlocker
Secretary: Terri Williams
terri.williams@lz95.org

Seth Paine (K-5)

50 Miller Road
Lake Zurich, IL 60047
(847) 438-2163
Principal: Marie Rothermel
Asst. Principal: Jennifer Kallaus
Secretary: Diana Christ
diana.christ@lz95.org

Spencer Loomis (K-5)

1 Hubbard Lane
Hawthorn Woods, IL 60047
(847) 719-3300
Principal: Sandy Allen
Asst. Principal: Diane Bondioli-Winfrey
Secretary: Caroline Buckland
caroline.buckland@lz95.org

Middle School North

95 Hubbard Lane
Hawthorn Woods, IL 60047
(847) 719-3600
Principal: Todd Jakowitsch
Asst. Principal: McKenna Serowka
Secretary: Susan Gale
susan.gale@lz95.org

Middle School South

435 West Cuba Road
Lake Zurich, IL 60047
(847) 540-7070
Principal: John Walsh
Asst. Principal: Anthony Dengler
Secretary: Sharon Lennon
sharon.lennon@lz95.org

Senior High School

300 Church Street
Lake Zurich, IL 60047
(847) 438-5155
Principal: Bo Vossel
Secretary to Principal: Paula Starke-Giese
Receptionist/Sub Liason: Helen Rzasa
helen.rzasa@lz95.org

District 95 Administration Center

400 South Old Rand Road
Lake Zurich, IL 60047
(847) 438-2831
substituteinfo@lz95.org

◆Welcome◆

The mission of Lake Zurich Community Unit School District 95 is to inspire all students to be passionate, continuous learners and to prepare them with the skills to achieve their goals and flourish as responsible, caring citizens in a global community.

Lake Zurich Community Unit School District 95 may employ substitute teachers and paraprofessionals as necessary to replace teachers and staff who are temporarily absent.

A substitute teacher must hold a valid teaching license in the State of Illinois. A substitute license can be accepted while pending, full licensure is in process. Substitute teachers with a substitute license may teach only when an appropriate, fully-licensed teacher is unavailable.

Per Illinois Law, a substitute licensed teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. A teacher holding a regular teaching license may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours for any one teacher and in any one school term. Licensed retired teachers are limited by the Teacher's Retirement System of Illinois to working only 120 paid days or 500 paid hours per school term.

This Substitute Handbook is for your use as a source of information about Lake Zurich CUSD #95 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. Substitutes are an at-will employee of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that all Substitutes are subject to the policies of the District's Board of Education. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

We thank you for your interest in serving the students of District 95 and look forward to having you in our schools! If you have any questions, please contact us at substituteinfo@lz95.org.

◆ *Qualifications* ◆

Any individual interested in substituting for LZCUSD 95 must have the following qualifications:

1. Hold a bachelor's degree from an accredited institution of higher learning (which meets the requirements for an Illinois Substitute Teaching License).
2. Hold a valid Illinois Teaching License or Substitute Teaching License (for licensed substitute positions), registered in Lake County for the current school year.
3. Hold a valid Paraprofessional License with stipulations for paraprofessional positions.

Substitute files must contain and have been verified with all of the required documentation. Below is a list of some of the items:

- ◆ Licensed Substitutes must present the original receipt from the Lake County Regional Office of Education that shows that their fingerprint/criminal background information is on file with Regional Office
- ◆ Non-licensed substitutes will be sent for a fingerprint/criminal background investigation after all other documents are verified
- ◆ All licensed and non-licensed substitutes must present a current (within 90 days of hire) medical statement
- ◆ Licensure will be verified on ISBE/ECS.
- ◆ Copy of original transcripts
- ◆ Completed application
- ◆ Completed I-9 form with required accompanying documentation
- ◆ Direct Deposit form with information on what account is to be used for deposit of payroll

◆ *Equal Employment Opportunity* ◆

In accordance with Board policy 5:10, Lake Zurich Community Unit School District 95 provides equal employment opportunities to all persons regardless of their:

- race
- color,
- religion,
- creed,
- national origin,
- sex,
- sexual orientation,
- age,
- ancestry,
- marital status,
- arrest record,
- military status or unfavorable military discharge,
- citizenship status (provided the individual is authorized to work in the United States),
- use of lawful products while not at work,
- being a victim of domestic or sexual violence,
- physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and
- other legally protected categories.

◆ *Assignments* ◆

Once you have all completed documentation on file with Human Resources, you will be given access to our automated substitute calling system. District 95 has implemented the use of Frontline's Automated Educational Substitute Operator or AESOP to secure substitutes. The system utilizes both the telephone and the Internet to fill vacancies for licensed, non-licensed (paraprofessional) and nursing positions.

Substitutes are given no guarantee of a minimum number of assignments. ***If you accept a full day assignment, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless special permission is given by the school office. If you leave prior to the end of the day you will not be compensated for the full day.***

- You may search for available jobs 24 hours a day, 7 days a week by calling into the AESOP number 1-800-942-3767 or visiting www.aesoponline.com on the Internet.
- AESOP is scheduled to call substitutes beginning at: 5:30 a.m. and ending at 10:30 p.m. Calls during morning hours may be extended to fulfill assignments for late morning and afternoons for an employee who must leave work unexpectedly. Please note that morning calls will be for that day's absences ONLY!
- AESOP is programmed to show up as 1-800-942-3767 on phones with Caller ID.
- AESOP is voice-activated. When the system calls you for an available assignment, it will not begin to read the job until you pick up the phone and make a sound (typically by saying "hello").
- If you use a "telezapper" or some other device that blocks calls that were dialed by a computer, you will not receive calls from AESOP.
- You can use a cell phone with AESOP without difficulty.
- When the system calls you, it only asks for the PIN number. When you call into the system, it asks for both your ID number *and* your PIN number.
- No outbound calls are made on Friday night, all day Saturday, or Sunday morning.
- The system will make outbound calls up to two days in advance of the start of the absence.
- If you hang up on AESOP *prior* to entering your PIN, the call is 'aborted' and you will not be called for another job for an hour. If you hang up on AESOP *after* entering your PIN or after pressing the 3 key to reject that assignment, the call was 'rejected' and you will be called for the next job in 15 minutes. If there is no answer or the phone is busy, AESOP will call next in 20 minutes.
- Pressing the phone's star key at any time on the phone system will return you to the previous menu.
- Calls placed in the morning are ONLY for the current day's absences. The system will call in the evening for assignments occurring on one of the next two days.

PLEASE NOTE: An employee may cancel an absence up to 45 minutes before the start time posted on the AESOP assignment. AESOP will call your phone number and send an e-mail (if added to your Personal Information on your AESOP home page) to notify you of any cancelled assignments. You will be asked to confirm the notice of cancellation. For your benefit, please call AESOP or go online to verify the assignment prior to reporting to work. If an emergency should arise, you can cancel an assignment up to 45 minutes prior to the school start time. If an emergency should arise within 45 minutes of the start of school, you cannot use AESOP to cancel. Please call the school to report the cancellation.

Substitutes are not allowed to actively search for substitute assignments while in a class during a current assignment either via phone or internet.

When at all possible, it is the procedure of the district to attempt to not place substitute teachers and aides in the classroom and/or school building if their own child is in attendance there.

The District monitors the AESOP system on an ongoing basis. Substitutes that are regularly hanging up or not answering the system will be notified and removed from the substitute pool.

PLEASE NOTE: At times during the year, high volume absence days may occur. During those times, substitutes may be asked to be flexible and accept assignments you normally would not accept. We would appreciate the flexibility of filling these when needed.

◆ *Required Training* ◆

All substitutes are required to complete online training sessions in order to be placed on the Active Sub List.

The required tutorials are listed in the substitute packet and may change from time to time.

These tutorials will provide essential and mandated information /training for all substitutes on the active list. Directions on logging into the system are provided through the Human Resources Department.

◆ *Compensation & Benefits* ◆

The Board of Education shall establish a daily rate of pay for substitute teachers and aides.

Substitutes are paid only for actual time worked. They are not paid for legal or school holidays.

Licensed Substitute teachers qualify for the Illinois Teacher Retirement System but not for any other fringe benefits. Substitutes are covered under Workmen's Compensation insurance for any injury sustained in the course of normal school duties. Such injuries must be reported **immediately** to the building principal.

Salary Schedule for Licensed Staff:

Amount of time calculations (at High School and Middle Schools):

*half day is 2 teaching periods during scheduled hours

*over 5 teaching periods worked = \$10 per period in addition to full day pay

The District has set a mid-point for Elementary schools of 11:30 a.m. for half day pay.

- * Substitutes are expected to assume all duties of the teacher (bus duty, study hall, hall duty, etc). These assignments are part of the $\frac{1}{2}$ or full day and do not count as an additional teaching period.
- * For purposes of payroll, periods worked is defined as the number of periods spent teaching during the assignment. Lunch, preparatory, and free periods are not counted as periods worked for payment.
- * A sub called for at least 3 periods is expected to work a full day. If the class assignment is for only 3 periods the Principal or designee may assign additional responsibilities to complete the full day assignment. Any substitute leaving before the end of the scheduled day will be removed from the Active Substitute List.

Substitutes will be called for specific school day hours, not amount of periods. If you accept a full day assignment, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless special permission is given by the school office. Substitutes that have completed a full day of teaching periods that may have time remaining during their assigned school day may be assigned other duties such as hall supervision, library support, etc. In the event that a substitute is assigned an additional teaching duty beyond the 5 periods worked, the substitute will be compensated for the additional teaching periods.

Substitutes that do not fulfill their scheduled work day or request to leave their assignment may be removed from the active substitute call list.

Salary Information for Paraprofessional or Support Staff:

- ◆ Staff will be compensated at the starting hourly rate as noted in the ESP pay schedule for the position they are substituting in for the actual hours worked.
- ◆ Hours worked do not include one half (1/2) hour for an unpaid lunch break, which must be taken for any job scheduled for 7 hours or longer.

***Non-licensed substitute positions are compensated based on the above parameters regardless of the qualifications and licensure of the substitute. All Non-licensed substitute assignments will qualify for appropriate state and federal tax regulations.

Timesheet - Licensed Staff:

We no longer use timesheets for licensed substitutes - you must sign in on the AESOP sign-in sheet in the front office of the building you are substituting in.

Timesheet Submission - Non-Licensed Staff:

Substitutes for a non-licensed position must complete a green "Non-Certified Substitute Pay Form". Non-Licensed substitutes are to report the actual hours worked with appropriate deductions in time noted for lunch and break periods. The form must be complete and signed off by the principal prior to submitting to payroll for processing. Non-licensed positions will not be reportable income to TRS even if the substitute holds a valid license.

Pay Days and Pay Periods:

Pay days are the 15th and the last day of each month. If a pay day falls on a weekend, holiday or school non-attendance day, pay day will be the day prior. Each pay period consists of a two week period (Sunday through Saturday) with occasional pay periods running for three weeks. All hours worked by substitute employees are paid in accordance with the pay period schedule set. For a current pay period calendar, contact the District Payroll department.

The following are the pay rates for the 2018/2019 school year for Licensed Substitutes:

Amount of time worked:	Rate of pay:
$\frac{1}{2}$ Day	\$55.00
Full Day	\$110.00
Long Term*	\$225.00

Procedure for Long-Term Licensed Substitutes

The Substitute must contact the Human Resources Office to review all paper work prior to the start of the assignment.

- A Substitute that has accepted an assignment of less than 6 weeks – regular sub rate of \$110/day. No benefits available.
- A Substitute hat has accepted an assignment of 6 to 12 weeks in duration, Long Term Substitute Rate of \$225.00 starting from first day of assignment. No benefits available.
- A Substitute that has accepted an assignment scheduled to be 12 weeks in duration, Long Term Substitute Rate of \$225.00 per day starting from first day of assignment.
 - *1 Personal Day
 - *2 Sick Days
 - *No other benefits available
- A Substitute that has accepted a Long Term assignment for more than 12 weeks will be hired at an agreed upon rate and benefits.
 - *1 Personal Day
 - *1 Sick Day per month
 - *Medical, Dental, Life/AD&D, LTD. All insurance coverage will cease as of the last day worked.

◆ *Removal from the Substitute List* ◆

Substitutes may be removed from the substitute roster at their request or based upon request(s) from staff and/or building administrators that substitutes not return to their respective classrooms and/or buildings following incidents of poor performance. The Human Resources Department will notify any substitute prior to removal from the list and will make the final decision.

◆ *Reporting for Duty* ◆

Below is the start and end times for student attendance at each school. Substitutes will be called for the staff member hours which are before and after the school hours and are expected to arrive at their scheduled called times.

School Hours

- ◆ Elementary: (Isaac Fox, May Whitney, Sarah Adams, Seth Paine, Spencer Loomis) 8:35 a.m. - 2:50 p.m.
- ◆ Middle Schools - North and South 7:30 a.m. - 2:20 p.m.
- ◆ Senior High 7:55 a.m. - 3:11 p.m.

1. Check in with the main office. All substitutes will be issued an ID badge for the day. In exchange, all substitutes are required to leave their keys at the front desk. Keys will be returned at the end of the day when the ID badge and other District property are returned.

- A. Check teacher's mailbox.
 - B. Check for any duties.
 - C. Order lunch (elementary).
2. Familiarize yourself with the room before the students arrive, i.e. materials, lesson plans, daily schedule, etc. Don't be afraid to ask a neighboring teacher. Most are more than happy to help.
 3. Familiarize yourself with the school, i.e. other rooms to be used; bathrooms, gym, music room, library, etc. A map of each school is available in each school office.
 4. Be aware of the fire drill procedures and fire exits. They are available in the office.
 5. Be in the room when the students arrive and introduce yourself to the class. Your name written on the board would be helpful.
 6. Take attendance. (Prior absentees returning to class must have notes, as well as late arrivals and those requesting early dismissal.)
 7. Take a lunch count. (Where applicable.)
 8. Any injuries or emergencies that may arise throughout the day should be directed immediately to the principal's office.
 9. Follow lesson plans left by the regular teacher as closely as possible.
 10. Assume **all** responsibilities of the regular teacher, i.e. playground duty, bus duty, lunch duty, hall duty, etc.
 11. Leave a note. The teachers appreciate knowing what went on in their absence. You might mention absences, materials covered, materials that you did not understand or were not able to find, etc.
 12. Leave the room in good condition and try to grade papers for the day.
 13. Do not leave until **all** students have been dismissed.
 14. NEVER dismiss without a written notice a child to anyone other than the bus driver or pre-approved dismissal arrangements.

◆ *Confidentiality* ◆

It is unprofessional and against the law to disclose confidential information about students. A substitute teacher should avoid comments about individual students that convey private information: grades, medical condition, learning and/or discipline problems, etc. If you are in doubt of whether the information is confidential or not, it's best to err on the side of caution and not disclose it.

Any substitute that violates any board, district and/or school policies will be removed from the call list.

◆ *DCFS Mandated Reporter* ◆

Teachers, administrators, licensed and non-licensed school employees, school board members, educational advocates assigned to a child are considered Mandated Reporters under Illinois law. Protecting children is a responsibility we all share. It is important for every person to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what do next. As a Mandated Reporter all substitutes are required to report or cause a report to be made to the child abuse Hotline whenever there is reasonable cause to believe that child known to you in your professional or official capacity may be abused or neglected. There is no charge when calling the Hotline number and the Hotline is operated 24-hours per day, 7 days per week, 365 days per year. Any substitute that willfully fails to report suspected child abuse or neglect, may be found guilty of a Class A misdemeanor. Anyone suspecting abuse or neglect should make the building Administrator aware immediately. For more information you can contact DCFS at (800) 25-Abuse (800) 252-2873.

◆ *Social Media Policy* ◆

Lake Zurich Community Unit School District 95 recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, and social media tools to communicate with similar groups. Whereas these forms of communications are dynamic, mobile and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and professional standards for communicating with students that we set for ourselves here in District 95. As a substitute for District 95, we expect that you have read, understand and you are required to sign that you agree to abide by the terms of policy 5:125. Please make sure you are aware of the appropriate and allowable electronic communication tools available.

◆ *Temporary Unavailability* ◆

Substitutes who will be unavailable for an extended period of time must block out their unavailable time in AESOP and also email Courtney Pietrucha at courtney.pietrucha@lz95.org so that their name can be temporarily removed from the list.

◆ *Unable to Fill Assignment* ◆

If on the day you were scheduled you are unable to fill the assignment, please contact the building as soon as possible so that other arrangements can be made.

◆ *Thank You* ◆

We thank you for your interest in substituting for District 95. We look forward to working with you in serving the needs of all students and fulfilling the districts mission to inspire all children to be life long learners!