

## **Substitute Teachers**

### Section A - Introduction

The Board of Education recognizes the necessity of providing substitute teachers when teachers are unable to perform their responsibilities due to other professional activities or absence from school. The Board also recognizes the importance of maintaining the instructional program through a well-planned and coordinated substitute teacher program.

### Section B - Substitute Qualifications

All substitute teachers shall hold a valid teaching license or substitute license or short-term substitute license from the Illinois State Board of Education, and possess such other qualifications as the superintendent or designee shall prescribe.

### Section C - Types of Substitutes

There are three types of substitute teachers: daily, internal, and long-term.

A Daily Substitute is eligible to fulfill available daily or other short-term teaching assignments for which they are qualified.

An Internal Substitute is a contracted teacher or educational support personnel employee assigned by an administrator to fill a short-term teaching assignment for which such teacher or employee is qualified.

A Long-Term Substitute is assigned to fill the place of a particular contracted teacher for a continuous period of not less than ten (10) work days.

### Section D - Employment of Substitutes

The Human Resources department shall be responsible for the employment of all substitute teachers and shall maintain a list of persons qualified to be substitute teachers in the school district.

Upon identification of a new substitute teacher, the superintendent or designee shall include the recommendation to hire the individual on the appropriate personnel report for consideration by the Board of Education. No substitute teacher can begin work until:

1. All required background checks have been completed;
2. The individual has been approved by the Board of Education; and
3. They have successfully completed all required training and attended an orientation session.

In extraordinary circumstances the superintendent has authority to allow a substitute to begin to work before Board of Education approval, subject to Board ratification.

All Daily Substitute are employed on a temporary basis, and are only eligible for compensation identified in Section E of this policy.

All Daily Substitutes will be released from employment on an annual basis at the conclusion of the school year. Daily Substitutes may reapply for employment through the Human Resources department through the process designated by the superintendent or designee.

Section E - Substitute Compensation

Compensation rates for substitute teachers shall be submitted by the assistant superintendent for business services prior to the start of each fiscal year and approved by the Board annually.

A Daily Substitute shall be compensated on a per-block basis based on the appropriate compensation rate established by the Board.

An Internal Substitute shall be compensated on a per-block basis based on the appropriate compensation rate established by the Board or an applicable collective bargaining agreement.

A Long-Term Substitute shall be compensated based on a per-diem basis based on the current rate for a teacher in the BA-o, Step 1 placement on the teacher salary schedule, as amended from time to time.

No other benefits will be provided at district expense.

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