



BECOMING A SUBSTITUTE WITHIN HOMER 33C

Welcome to 33C! We are so excited you are considering becoming a substitute teacher within our district. Employment as a substitute teacher is a great way to serve your community, stretch your intellectual abilities, and most of all, connect with students.

The process to become a substitute teacher can take 3-4 weeks as not only is an ISBE substitute teacher license required, but all substitutes must have sub authorization or parapro licensure with Will County Regional Office of Education. However, the process for a short-term substitute licensure as well as a parapro licensure have been streamlined by the ISBE.

These are the steps needed to become a substitute teacher and/or parapro at Homer 33C.

1. Obtain your ISBE authorization at www.isbe.net. Site provides easy-to-follow directions on the process for the various substitute licenses.
2. Complete the Homer CCSD 33C online application:
 - Access on the **Employment** tab on www.homerschools.org.
 - Under the **Student Support Services** tab, choose **Substitute Teacher/Aide**.
3. You will receive an email asking to make an appointment at the District Office to complete further paperwork. You will need to bring:
 - Driver's license or state I.D.;
 - Social security card;
 - Bank routing and account numbers for direct deposit;
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4. Once the paperwork is completed, you will receive Homer 33C's form for a background check at Will County ROE to be fingerprinted.
5. The final steps are to complete a digital orientation and a social media background check. A link to the digital orientation and an authorization from People Trail will be sent to you once all the paperwork is completed.

Want more information? Contact our Sub Coordinator, Ms. Karen Norville!

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