GUEST TEACHER HANDBOOK

Deerfield Public Schools District 109

2026 - 2027

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Assistant Superintendent for Human Resources

Ms. Brandie Roark
Human Resources Coordinator

Ms. Laura Reyes
Administrative Assistant for Human Resources

Supported by: Red Rover

The information provided herein is summary in nature.
All information is subject to change without notice.

Department for Human Resources

Assistant Superintendent for Human Resources – Dale R. Fisher, Ed. D.
Human Resources Coordinator – Ms. Brandie Roark
Administrative Assistant for Human Resources – Ms. Laura Reyes

Dear Guest Teacher:

Welcome to Deerfield Public Schools District 109! As a guest teacher you are an important member of the professional staff. This is your handbook to assist you when substituting in our District.

To help ensure that the teaching and learning process will continue in the absence of the classroom teacher, this handbook delineates the responsibilities of a guest teacher. The principal, office personnel, and teachers will work with you to ensure that you are provided with the necessary materials needed in order to work with the students in productive ways.

I appreciate your willingness to educate the students of District 109 and be readily available when needed. I wish you much success and professional satisfaction during the coming year.

Should you have any additional questions, please feel free to contact the HR Coordinator, Ms. Brandie Roark at 847-945-1844, ext. 7232 or the Administrative Assistant for Human Resources, Ms. Laura Reyes at the District Center at 847-945-1844, ext. 7222

Regards,

Dale R. Fisher, Ed.D., eHCLE, SPHR
Assistant Superintendent for Human Resources

General Information and Procedures for Guest Teachers

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Assignment Procedures

Deerfield Public Schools District 109 utilizes Red Rover, an automated guest teacher assignment system, to manage all employee attendance and guest teacher assignments.

When District 109 employees are absent and fall into the category of needing a guest teacher, they register their absence on Red Rover. Employee absences fall into two categories:

Daily Absence - These are absences that occur daily and notification of the need for a guest teacher may be less than 24 hours. These absences, if possible are entered into Red Rover by the employee. Guest teachers can either claim these jobs online or Red Rover will send procurement texts between:

5:00 am to 10:00 am
and from
4:00 pm to 11:00 pm
(You may change the Red Rover call times through your personal profile preferences.)

Full Day or Half Day - Guest teacher assignments are assigned and compensated in half day (.5) or full day increments.

- Last minute absences and/or absences that occur during the school day will be filled by individual schools and/the Human Resources Department.
- The District reserves the right to reassign guest teachers at the building level. Reassignment once the guest teacher has arrived is directed by building administration.
- It is the practice of the District to not place guest teachers in the classroom if their own child or grandchild is in attendance.

Keeping Track of Your Assignments

It is suggested that each guest teacher keep a record of daily assignments and pertinent information concerning guest teacher experiences. It is important that you maintain a calendar of all daily as well as advanced assignments.

Serving as an Active Guest Teacher

District 109 strives to maintain an adequate number of qualified guest teachers for service. With the use of Red Rover, guest teachers are able to work as often as they wish depending upon their own personal schedules. In addition, guest teachers may add non-workdays according to their availability on Red Rover at any time.

To remain on District 109's active list in subsequent years, guest teachers will be asked to complete and return to Human Resources a Reasonable Assurance letter. This form is mailed to all listed guest teachers in May or June for re-enrollment for the upcoming school year.

Guest Teacher Positions Defined

Day-to-Day Guest Teacher

All guest teacher positions are considered day-to-day. Guest teachers receive a per diem rate (see page 6 for guest teacher compensation rates). Please note, the rates outlined on page 6 are final and non-negotiable.

Long Term Guest Teacher for Certified Personnel

Long term guest teachers are expected to **assume all duties and responsibilities of their absent teacher**, and to be present on all teacher workdays including, but not limited to Parent-Teacher Conferences, institute days, early release professional development and student half attendance days. Long term guest teachers are expected to work the established elementary and/or middle school contractual hours and replace the absent teacher for all assigned daily duties. Benefit eligibility may apply; determinations will be made on a case-by-case basis.

All arrangements for guest teacher assignments that are more than five (5) days (long term guest teacher) are made by the Department for Human Resources.

The following positions may require daily and/or long term guest teacher assignment:

- Elementary Classroom Teacher — Grade PK through Grade 5
- Middle School Subject Area Teacher — Grade 6 through Grade 8
- TAP Teacher — Elementary School
- Special Education Teacher — Elementary and Middle School
- Music Teacher — Elementary and Middle School
- Art Teacher — Elementary and Middle School
- Physical Education Teacher — Elementary and Middle School
- Library Information Specialist — Elementary and Middle School
- Building Nurse — Elementary and Middle School

Classroom teachers are the most requested guest teacher assignments. As a guest teacher for a classroom teacher, it is the expectation that the daily schedule and lessons plans are to be followed. Individual school organizational information and classroom lessons plans are prepared by the classroom teacher for guest teacher implementation.

Long Term Guest Teacher for Educational Support Personnel

Long term guest teachers may be arranged for the following positions: teacher assistant, building nurse and/or administrative assistant. Guest teachers in any of these positions are expected to be present on all educational support personnel workdays following the appropriate contractual hours and replacing the absent employee for all assigned daily duties.

Standard Teacher Assistant - *Elementary and Middle School*
Intensive Teacher Assistant - *Elementary and Middle School*

Teacher assistants are utilized to assist students during the school day. The daily schedule of the teacher assistant and the duties and/or supervision to be performed will be reviewed with the guest teacher by the appropriate school administrator and/or the teacher.

Building Nurse/District Lead Nurse - *Elementary and Middle School*

The District Lead Nurse and/or building nurse work in the building's "Nurses Office." Daily task completion will be expected. The duties of this position will be explained and/or assigned by the appropriate school administrator.

Administrative Assistant – 10 Month or 12 Month - *Elementary and Middle School*

School administrative assistant subs are to report to the school office where the appropriate school administrator assigns all duties.

Float Guest Teacher - *Elementary and Middle School*

"Float" guest teachers are assigned to substitute for classroom and/or subject area teachers who are released from classroom duties for a period of time to attend a building meeting. The "float" follows a schedule and moves from room to room or building to building. Lesson plans are provided by each teacher.

Terms of Employment

Employment as a guest teacher in District 109 is **AT-WILL**, meaning that employment can be terminated by the District or the guest teacher at any time. Furthermore, ongoing work as a guest teacher in District 109 is based on performance and such work can be limited to certain buildings, grade levels and/or specific subject areas. Employment as an at-will guest teacher can be terminated at any time, without a stated reason at the discretion of the Assistant Superintendent for Human Resources.

Evaluation of Service as a Guest Teacher

As a guest teacher, your main responsibility is to ensure that the classroom teacher's lesson plans and/or the assigned position duties are followed and implemented. It is the goal of the guest teacher to maintain continuity in the classroom or assigned duty and not disrupt the learning of students and/or the work process of the day.

The appropriate administrator or his/her designee may receive reports of conduct or misrepresentation by a guest teacher. In these cases, a written notice of such concerns will be filed with the Assistant Superintendent for Human Resources. In the case of an unsatisfactory job performance, guest teachers will be notified in writing and/or by verbal notification of the concern by the Assistant Superintendent for Human Resources. Depending upon the circumstance, a decision may be made to limit or discontinue a guest teacher's employment as a guest teacher in District 109.

The School Day Hours for Guest Teachers

- **Elementary Guest Teacher** hours: 8:20 am to 3:35 pm
- If you are subbing for a **half day PM at an elementary building**, you are to arrive at the building no later than 12:00 pm.
- **Middle School Guest Teacher** hours: 7:45 am to 3:15 pm
- If you are subbing for a **half day PM at a middle school**, you are to arrive at the building no later than 11:15 am.

By reporting early in the day and/or before your assignment, you will have time to check into the office and receive an identification badge, find your room location and become familiar with the schedule for the day and the lesson plans or assigned duties to be implemented. Early arrival and preparation will ensure your classroom or specific position assignment will begin with a "positive start".

Students are not to be dismissed from the elementary and /or middle school buildings until the appropriate time which is signaled by a release bell.

Please note, it is your responsibility to manage your time between buildings for lunch. Communication with building admin assistants will be essential in this case.

School Cancellation

In the event of inclement weather or an emergency, the school day may be cancelled. You can find confirmation of school cancellation by logging into the District 109 website at www.dps109.org.

In addition, the District 109 Red Rover log-in site will have a posted school closing announcement. You may also listen to local and Chicago area radio and/or TV stations for additional information.

Guest Teacher Compensation

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Guest teachers are paid only for actual days worked. Guest teachers are not paid for legal or school holidays.

Guest teachers do qualify for the Illinois Teacher Retirement System (TRS) and may be eligible for other benefits as outlined by the health care reform laws; however, these benefits are not automatic, they are determined based on the assignment terms and parameters.

Note: The Illinois State Board of Education (ISBE) limits the employment of a substitute teacher in each school district to **120** days per school year (600 paid school hours) for those holding a teacher certificate and **90** days per school year (450 paid school hours) for those holding a substitute certificate.

Daily Substitution-All Positions

A guest teacher shall be paid at a per diem rate of **$200** for each full day of substitution, **$100** for each half day.

Long-Term Subbing – Support Staff

11 to 20 Days of Substitution-Support Staff

A guest teacher who teaches more than ten (10) consecutive days* in the same position for the same teacher shall be paid a per diem rate of $210. This special per diem rate will begin on the 11th consecutive day the guest teacher teaches in the same position and will be applied retroactively to the first ten days of the period.

21 or More Days of Substitution-Support Staff

A guest teacher who teaches more than twenty (20) consecutive days* in the same position for the same teacher shall be paid a per diem rate of $225. This rate shall be retroactively applied to the first 20 days and may be applied beginning with the first day of substituting when the long-term substitution commitment is previously known.

Long-Term Subbing – Certified Staff

11 to 20 Days of Substitution-Certified Staff

A guest teacher who teaches more than ten (10) consecutive days in the same position for the same teacher shall be paid a per diem rate of $210. This special per diem rate will begin on the 11th consecutive day the guest teacher teaches in the same position and will be applied retroactively to the first ten days of the period.

21 to 40 Days of Substitution-Certified Staff

A guest teacher who serves more than twenty (20) consecutive days in the same assignment for the same teacher shall be paid a per diem rate of $225. This rate shall be applied retroactively to the first twenty (20) days. However, if it is known in advance that the assignment will exceed twenty (20) consecutive days, the guest teacher shall be paid the $225 per diem rate beginning on the first day of the assignment.

41 or More Days of Substitution-Certified Staff

A guest teacher who serves more than twenty (20) consecutive days in the same assignment for the same teacher shall be paid a per diem rate of $300. This rate shall be applied retroactively to the first twenty (20) days. However, if it is known in advance that the assignment will exceed twenty (20) consecutive days, the guest teacher shall be paid the $300 per diem rate beginning on the first day of the assignment.

All guest teachers are required to contribute 9.40% of their salary to the State of Illinois Teacher's Retirement System (TRS) and .84 % to Teacher's Health Insurance Security Fund (THIS).

*For the purpose of this document **consecutive days** are defined as days in the same position. A guest teacher who becomes a long-term guest teacher because of consecutive days in the position will be notified by the Assistant Superintendent for Human Resources or designee.

Payroll Periods

Guest teachers are paid twice per month on the 15th of the month and the last day of the month following the month of employment. (Example, if you work September 1st through September 15th, you would be paid on September 30th. Work performed September 16th through September 30th is paid on October 15th.) Checks are automatically deposited. Guest teachers may look online to print out their check detail ("advice of deposit") of the monthly payroll check for their personal file.

For payroll questions, please contact:

Mrs. Susan Monaghan
Payroll Coordinator
smonagahn@dps109.org
847-945-1844 ext. 7226

Expectations and the Role of a Guest teacher

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The Importance of Being a Guest Teacher

Whether you are substituting for a teacher or an educational support staff member, it is critical to know and understand that your position is truly that of a professional. It is the expectation of District 109 that the guest teacher is competent to manage a classroom of children and/or the responsibilities and tasks of the assigned position. It is also expected that the approach to the job of substituting is one of sincerity and professionalism.

Doing personal business during a guest teacher assignment is prohibited and unprofessional. Following are examples of unacceptable behaviors: reading the newspaper, magazines, and personal reading materials, making or taking personal phone calls on cellular phones during classroom hours and/or using the Internet for non-school related purposes.

When not in the presence of students, during scheduled breaks and/or lunch, the guest teacher is free to use their cell phone to make or take personal calls or engage in the reading of personal reading materials.

Ethics and Confidentiality as a Guest Teacher

As a guest teacher, it is expected that the policies set forth by the District 109 Board of Education and general **ethical behavior** fitting an adult in a school environment will be understood and demonstrated by all guest teachers. Professionalism is expected. Subbing involves many different situations and often placement in more than one of the district schools. Be discrete and confidential regarding information about the school environment.

It is unprofessional and **against the law to disclose confidential information** about students. A guest teacher must avoid comment about individual or groups of students that may convey information such as, but not limited to grades, medical conditions, learning and/or discipline issues, etc. A breach of such confidentially may result in dismissal as a guest teacher.

Security

Anyone, other than an employee having authorization seeking information should be directed to the school office. Do not allow anyone permission to take a child from the classroom or building without explicit permission from administration.

Emergency Procedures

Each building provides guest teachers with building Emergency Procedures for fire, disaster and crisis. Guest teachers are to familiarize themselves with such procedures

Universal Precautions

Guest teachers are expected to practice universal precautions to prevent the transmission of bloodborne diseases in the workplace. Gloves and other proactive equipment are available as needed. If a guest teacher experiences blood-to-blood contact with another person's blood or bodily fluid containing blood during the course of the day, contact the principal or school health assistant/nurse immediately. Guest teachers will be asked to complete a medical incident report prior to leaving the building at the end of the workday.

Student Discipline

Guest teachers are responsible for control of the classroom and students. The building administrator(s) will assist with problems when necessary. Any incidents of severe misbehavior should be reported to the appropriate building administrator.

Deerfield Public Schools FORBIDS corporal punishment in any form.

Guest Teacher Folders - School Based and Classroom Based Information

Each building has a Guest Teacher Folder that is given to the guest teacher upon check-in in the school office. Building schedules, emergency procedures and general school information will be found in this folder.

Typically, each teacher will leave guest teacher plans or a Guest Teacher Folder in their classroom on their desk. This folder will contain specific information unique to the classroom and students.

It is critical that guest teachers take the time to read the prepared Guest Teacher Folders and become familiar with the information presented.

The Schedule for Your Guest Teaching Day

- All guest teachers are to arrive at the appointed school 15-20 minutes prior to the start of the school day for students (please refer to the guest teacher hours on page 5).
- Report to the school office to sign in and receive an identification badge and pick up a School Guest Teacher Folder and any other appropriate information.
- Review the guest teacher plans and all information (seating charts, special notes, etc.) left for you by the teacher. If you need assistance, contact the main office.
- Follow the teacher's written plans as closely as possible. Leave notes for the teacher regarding your lesson delivery and accomplishments for the day.
- It is expected that after students are dismissed, guest teachers will leave any specific notes for the teacher, make sure the teacher's desk is left in good order and check-out with the school office.

Note: If you leave the building for any reason during the course of the day, you are to notify the school office immediately.

Directory of District 109 Schools

2026 - 2027

Kipling Elementary School - MAP

700 Kipling Place
Deerfield, Illinois 60015
Phone: 847-948-5151

Principal: Dr. Matthew Lombardo
Assistant Principal: Mrs. Hannah Eagle
Director for Student Services: Dr. Ginger Logemann

South Park Elementary School - MAP

1421 Hackberry Road
Deerfield, Illinois 60015
Phone: 847-945-5895

Principal: Dr. Marcie Faust
Assistant Principal: Ms. Stephanie Mackey
Director for Student Services: Mrs. Marcia Klita

Walden Elementary School - MAP

630 Essex Court
Deerfield, Illinois 60015
Phone: 847-945-9660

Principal: Mrs. Stephanie Strenger
Assistant Principal: Mrs. Ann Pasquesi
Director for Student Services: Dr. Ginger Logemann

Wilmot Elementary School - MAP

795 Deerfield Road
Deerfield, Illinois 60015
Phone: 847-945-1075

Principal: Mrs. Jessica Hutchison
Assistant Principal: Mrs. Stefanie Beane
Director for Student Services: Mrs. Marcia Klita

Caruso Middle School - MAP

1801 Montgomery Road
Deerfield, Illinois 60015
Phone: 847-945-8430

Principal: Mr. Mark Schwarz
Associate Principal: Mrs. Jamie Mette
Director for Student Services: Mrs. Marcia Klita

Shepard Middle School - MAP

440 Grove Place
Deerfield, Illinois 60015
Phone: 847-948-0620

Principal: Mr. Robert Wegley
Associate Principal: Mrs. Catherine Van Treese
Director for Student Services: Dr. Ginger Logemann

School Hours

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School Hours for Students, Grades K-5

School	Starting Time	Ending Time
Kipling	8:40 a.m.	3:25 p.m.
Walden	8:40 a.m.	3:25 p.m.
Wilmot	8:40 a.m.	3:25 p.m.
South Park	8:40 a.m.	3:25 p.m.

Early Release Wednesdays 8:40 a.m-2:25 p.m.

School Hours for Students, Grades 6-8

School	Starting Time	Ending Time
Shepard	8:00 a.m.	3:00 p.m.
Caruso	8:00 a.m.	3:00 p.m.

Early Release Wednesdays 8:00 a.m.-2:00 p.m.

***Please Note**:* Guest teachers need to arrive at the building 15-20 minutes before school begins (please refer to the guest teacher hours on page 5). If you are subbing in the afternoon at an elementary building, please plan to arrive at 12:00 p.m. Children are not to be dismissed from the buildings until the 3:00 p.m. (Middle School) or 3:25 p.m. (elementary) bell.

A Guide to Red Rover

Red Rover

- is an integrated, real-time guest teacher assignment system which Deerfield Public Schools District 109 began using in July 2023.
- allows guest teachers to search for assignments via the Internet or by app on a 24/7 basis.
- gives guest teachers the ability to search for assignments proactively rather than waiting for a text.
- gives guest teachers control over preferences in availability, assignments, schools, grade levels and/or subject areas to absences that have been posted by District 109 staff members. The information that you provide to Red Rover during online registration is entered into the system and allows the system to match your stated preferences.

How Do I Begin?

You will receive an account invitation from District 109 which will allow you to set up your account and password.

Everything you need to know can be found by clicking the ? is the upper right-hand corner of your home screen. This website will show you how to:

- log onto the Red Rover system and to your personalized "home page" by using your username and password
- create your own work availability calendar
- search for and select/accept assignments
- view your work calendar
- remove yourself from an accepted assignment
- manage your personal information
- understand Red Rover notifications

Do I Need Training on How to Use Red Rover?

If you feel that you want instructional assistance, Red Rover training is available to you in the comfort of your own home via online training videos. Once you log in to Red Rover, you can access the training via the Bulletin Board on your home screen.

In addition, if you are still unsure of the use of Red Rover you can call the following DPS109 guest teacher coordinators for assistance:

Ms. Brandie Roark
Human Resources Coordinator
847-945-1844 ext. 7232

Ms. Laura Reyes
Human Resources Specialist
847-945-1844 ext. 7222