

Professional Personnel

Administrative Procedure - Substitute Teachers

Minimum Qualifications of the Substitute Teacher

Substitute teachers are generally required to have one of the following that is valid in Illinois:

1. Professional educator license or professional educator license with stipulations that required a bachelor's degree for issuance
2. Substitute teaching license

Exceptions in 105 ILCS 5/21B-20(2)(E) and (F) allow individuals who do not hold a bachelor's degree to substitute teach in career and technical education classrooms if they hold an educator license with stipulations and such license holds: a career and technical educator endorsement or a provisional career and technical educator endorsement.

Additionally, any individual who serves as a substitute teacher for driver's education must be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(h).

Minimum Qualifications of the Short-Term Substitute Teacher

Short-term substitute teachers must:

1. Hold a valid Short-Term Substitute Teaching License; and
2. Have completed the Cooperative's short-term substitute teacher training program.

The Cooperative's short-term substitute teacher training program provides short-term substitutes with information on curriculum, classroom management techniques, school safety, and Cooperative and building operations. This training program is also available to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License.

Personnel File Requirements

All substitute teachers shall have each of the following documents on file with the NDSEC Administrative Office.

1. Completed application for employment and transcript of college credits
2. Evidence of license registration
3. Evidence of physical fitness to perform assigned duties and freedom from communicable disease
4. State and federal tax forms
5. If applicable, Immigration and Naturalization Service Form I-9
6. Signed *Acknowledgement of Mandated Reporter Status* form provided by DCFS and, if applicable, evidence that the individual completed mandated reporter training within three months of initial employment and at least every three years after that date (required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4)

Contact ISBE, the ROE, or Intermediate Service Center with questions. More information is on the ISBE website, *Substitute Teacher License* at: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>.

Cooperative Responsibilities

1. The Executive Director or designee maintains a list of substitute teachers in the NDSEC Administrative Office.
2. The Executive Director or designee verifies:
 - a. Criminal background check results

- b. Appropriate license and registration
- c. References and employment verification

Additional Requirements and Procedures

1. Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*
2. Administrative procedure 4:175-AP, *Criminal Offender Notification Laws; Screening*
3. Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*
4. Board policy 5:30, *Hiring Process and Criteria*
5. Administrative procedure 5:30-AP2, *Investigations*
6. Board policy 5:150, *Personnel Records*

Standard Duties of All Substitute Teachers

1. Keep and leave a status report of lesson plans completed and leave a report of the group's accomplishments.
2. Manage all recording of assignments and grading during the time worked as outlined in the applicable collective bargaining agreement or duties for substitute teachers.
3. Follow the regular teacher's lesson plans.
4. Leave the classroom and its equipment in order.
5. Leave a note reporting any unusual experience with a student during the day.
6. Hold as confidential any information concerning staff, parents, or students.
7. Be consistent in dealing with others; emphasize the positive, yet be firm and sympathetic.
8. Check with the office when reporting for substitute duty, and check with the office before leaving.
9. If temporarily or permanently withdrawing from substitute work, so inform the central office.
10. Report any issues you encounter to the NDSEC Assistant Director.

Compensation

1. The rate of pay for substitute teachers is established from time-to-time by the NDSEC 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 by the NDSEC substitute caller. Only individuals who are on the substitute teacher list, as compiled by the Executive Director or designee, may be called for substitute work. Substitute teachers are given as much notice as possible; however, they may be called the morning they are needed. The person arranging for a substitute teacher's service shall provide each substitute with the information relevant to the service.

LEGAL REF.: 105 ILCS 5/10-20.67, 5/21B-20(2), 5/21B-20(3), 5/21B-20(4), and 5/24-5(b-5).
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teacher License).

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