

## Professional Personnel

### Substitute Teachers <sup>1</sup>

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute certificate license and may teach in the place of a certified licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year. ~~However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply, except as follows:~~ <sup>2</sup>

1. A substitute teacher holding a substitute certificate license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days.
2. A teacher holding a valid early childhood, elementary, high school, Professional Educator License or special certificate Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.

The Illinois Teachers' Retirement System (TRS) ~~in Illinois~~ limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. <sup>3</sup>

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. <sup>4</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. Policy 5:30, Hiring Process and Criteria, contains the requirements for pre-employment investigations, e.g. a finger-print based criminal history records check. See also 5:30-AP2, Administrative Procedure - Investigations. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray freedom from communicable disease (105 ILCS 5/24-5, amended by P.A. 98-716). The physical examination must be performed within 90 days before the time it is presented to the board, and the employee bears the cost of the physical examination.

<sup>2</sup> ~~Id.~~ Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3) and 23 Ill.Admin.Code §25.520.

<sup>3</sup> 40 ILCS 5/16-118 and 40 ILCS 5/16-150.1. ~~The limitation for TRS annuitants of 120 paid days or 600 hours expired on June 30, 2011.~~

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

<sup>4</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

Emergency Situations <sup>5</sup>

A substitute teacher may teach when no ~~certified~~ licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent ~~will~~ shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/ ~~21-9, 5/~~ 21B-20(3),) and 24-5.  
23 Ill.Admin.Code §~~1.790~~ 25.520.

CROSS REF.: 5:30 (Hiring Process and Criteria)

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<sup>5</sup> 105 ILCS 5/21-9. An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.