

Personnel

Substitute Teachers

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 **in the District during the school year, except as follows:** ~~for any one certified teacher under contract with the District in the same school year. The following limitations apply:~~

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, or special certificate may teach only for a period not to exceed 120 school days. A teacher holding a Professional Educator License or 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 West 40 Immediate Service Center No. 2 has certified that a personnel shortage exists.

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.

Emergency Situations

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 notify the appropriate West 40 Immediate Service Center No. 2 within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9; 24-5.
23 Ill.Admin.Code §1.790.

ADOPTED: September 23, 2009

REVISED: August 17, 2011; September 19, 2012