

NON-TENURED TEACHER'S EMPLOYMENT CONTRACT

(2025-2026)

AGREEMENT made this 21st day of August, 2025, between the **BOARD OF EDUCATION OF WINFIELD SCHOOL DISTRICT NO. 34, DUPAGE COUNTY, ILLINOIS** ("Board"), and **Grace Shelly** ("Teacher").

W I T N E S S E T H:

A. EMPLOYMENT TERM AND SALARY

1. **Term.** The Board employs the Teacher for the 2025-2026 school year as a probationary teacher, commencing August 18th, 2025, with the responsibilities and duties established by the Board in this Employment Contract, in its policies, rules and regulations, and as required by law.

2. **Salary.** The Board shall pay to the Teacher a salary of \$54,028.20 in equal installments twice a month for a period of twelve (12) months, commencing September 15th, 2025. For any unauthorized absence, an amount shall be deducted from the Teacher's salary in proportion to the amount of time absent. Deduction for one full day shall be 1/184th of the Teacher's total salary; deduction for each hour shall be 1/7.5 th of one day's pay. The Board may make such salary adjustments as permitted by law.

B. CONDITIONS OF EMPLOYMENT

1. **Qualifications.** The Teacher represents that he/she holds a valid and properly registered teaching license, and any endorsements required for his/her assigned teaching duties, issued by the Illinois State Educator Preparation and Licensure Board qualifying him/her to work as a teacher. The Teacher further acknowledges that he/she must continue to hold a qualifying license as a condition of continued employment. The Teacher shall promptly notify and file with the Superintendent any and all transcripts of credits earned in recognized institutions of higher learning as required under Section 5/24-23 of the Illinois *School Code* and by the Board.

2. Representations

- a. The Teacher represents that he/she is not at this date under contract with any other School District for any portion of the term covered by this Contract.
- b. The Teacher shall devote his/her best efforts to the educational program of the District and shall not undertake or accept other employment or responsibilities which will conflict with his/her assigned teaching duties.
- c. The Teacher represents that all information provided to the District in the process of application for employment was true and complete.

3. **Medical Examination.** As a required condition of employment for new employees pursuant to Section 5/24-5 of the *School Code*, and prior to commencing duties under this Contract, a Teacher newly hired in the District shall submit to a physical examination by a physician licensed in Illinois to practice medicine and surgery in all its branches and shall provide the Board with written certification of physical fitness to perform duties assigned and freedom from communicable disease. The Teacher shall also submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Teacher also agrees to comply with all health requirements established by law.

4. **Criminal Background Investigation.** As a required condition of employment for new employees, the Teacher shall authorize a criminal background investigation by the Board, pursuant to Section 5/10-21.9 of the *School Code*.

C. DUTIES

1. **Responsibilities.** The Teacher's duties shall include all teaching and record-keeping responsibilities and professional activities set forth in the teacher job description, assigned by the Board, or required by law, including, but not limited to, attendance at in-service training sessions, faculty meetings, department and team-level meetings, staffings, parent-teacher conferences, and all other meetings established by the Board or administrative rules and regulations.

2. **Expected Knowledge.** The Teacher shall be responsible for, and deemed to have knowledge of, all state and federal laws, and the policies, rules, and regulations established by the Board and the District administration and shall comply with their requirements.

3. **Attendance.** The Teacher shall be required to work each day of the established school calendar whether or not students are present. If the Board would close the school to which the Teacher is assigned for any reason, other than emergency days as provided in the school calendar, and the Teacher is not required by the Board to be present, the Teacher's salary shall be reduced for the day or days when school is closed.

4. **Teaching Assignment.** The Board has the right to assign the Teacher to any position for which he/she is legally qualified and may transfer the Teacher to other positions or to schools within the District as the need arises.

D. TERMINATION

1. **Dismissal from Employment.** During the term of this Contract, if the Teacher violates any of its provisions, or fails to perform the responsibilities and duties required of him/her, or violates the policies, rules or regulations of the Board, or otherwise gives reason for his/her

discharge, this Contract shall be terminated in accordance with law.

2. **No Compensation Owed.** If the Teacher's employment is terminated by the Board or he/she shall have his/her license suspended, revoked, or cancelled, the Teacher shall not be entitled to receive any compensation under this Contract from and after the date of the termination or certificate suspension, revocation, or cancellation.

E. NOTICE

All notices under this Contract shall be deemed properly served if given in writing and served upon the Teacher and the President of the Board personally or by certified mail, return receipt requested.

F. APPLICATION OF COLLECTIVE BARGAINING AGREEMENT

This Contract shall be subject to and consistent with the terms and conditions of the Collective Bargaining Agreement between the Board and the Winfield Teachers' Association currently in effect. In the event any language in this Contract is inconsistent with the Bargaining Agreement, the Agreement shall be controlling during the period of its duration.

IN WITNESS WHEREOF, the parties have executed this Employment Contract on the date and year set forth above.

TEACHER

**BOARD OF EDUCATION
WINFIELD SCHOOL DISTRICT NO. 34,
DUPAGE COUNTY, ILLINOIS**

By: _____
President

ATTEST:

Secretary