

Professional Personnel

Substitute Teachers ¹

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

A substitute teacher must hold a valid teaching or substitute certificate. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable. ²

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. The School Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given substitutes.

Calling the Substitute Teacher

If a substitute teacher is needed, the teacher should call the principal or property designated person as early as possible. After an absence a teacher should notify the principal that he or she will be on duty at a specific time. This notice should be given at the earliest date or hour in order that the substitute may be notified.

Substitute Teachers' Duties

The substitute teacher should report to the principal's office before beginning the day's work. He should confer with the principal if possible and secure information concerning the day's work. He should confer with the principal if possible and secure information concerning the day's programs or extra duties of the teacher for whom he is substituting.

Any substitute teacher who continues in the same position for ten consecutive days shall be paid at the beginning Bachelor degree salary schedule rate beginning on the eleventh day in such position. Any substitute teacher who continues in the same position for thirty consecutive days shall be paid at the beginning step of the educational column that the substitute has satisfied beginning on the thirty-first day. A substitute may have occasional absences during his assignment and continue to receive these rates.

Substitute Nurses – Elementary

If a regular nurse will be absent, she will arrange for a substitute to take her place. In case of emergency, the nurse will notify the school principal/secretary who will then arrange for a substitute.

A substitute nurse must hold a valid Illinois Nursing License. The substitute is expected to assume all duties of the nurse.

The School Board annually establishes a daily rate of pay for substitute nurses. Any substitute nurse who continues in the same position (for the same person) for ten consecutive days shall be paid at the regular elementary Nurse's salary rate beginning on the eleventh day in such position. No fringe benefits are given substitutes.

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

¹ State or federal law controls this policy's content. See policy 5:30, *Hiring Process and Criteria*. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5). 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.

² Required by 105 ILCS 5/21-9.

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