

Professional 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 license or short-term substitute license and may teach in the place of a certified 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, except as follows:

1. A substitute teacher holding a substitute license may teach only for a period not to exceed 90 paid school days for any one licensed teacher who is under contract with the school district in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations (valid early childhood, elementary, high school, or special certificate) may teach only for a period not to exceed 120 paid school days for any one licensed teacher who is under contract with the school district.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Il. Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach 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.

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.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no certified teacher is under contract with the Board if the District has an emergency situation as defined by 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 Regional Office of Education within five (5) business days after the employment of a substitute teacher in an emergency situation.

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

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

Revised: February 14, 2011
Adopted: February 28, 2011
Revised: February 10, 2014
Adopted: March 10, 2014
Revised: November 27, 2017
Adopted: December 11, 2017
Reviewed: March 18, 2019
Approved: April 9, 2019
Reviewed/Approved: December 9, 2019
Reviewed: October 26, 2020
Approved: November 16, 2020
Reviewed/Approved: January 10, 2022