

## **Certified Personnel**

### **Substitute Teachers**

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

A substitute teacher must hold a valid teaching or substitute certificate 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. 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:

1. A substitute teacher holding a substitute certificate may teach 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.

The 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.

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 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 Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

A certificate of authorization from the Regional Office of Education must be provided to show that approval for substitute teaching has been granted. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

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. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term.

Substitute teachers will receive compensation bi-monthly. No other type of benefits will be provided to substitute teachers.

LEGAL REF.: 105 ILCS 5/21-95/21B-20(3), and 24-5.  
23 Ill.Admin.Code§1.790

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

Adopted by the Board of Education September 2001

Revised and Adopted: May 2005, April 2011, March 2013