



Substitute Teacher Procedures

Requirements

It is the responsibility of the Director of Human Resources to review the materials and to determine eligibility and acceptance for substituting.

Please keep Mrs. Hansen, the substitute teacher coordinator, apprised of any long-term unavailability, as well as any change in telephone number or employment status.

We must have the following on file for you:

1. A copy of a valid, current Illinois teaching license registered for the current year with the Tazewell County Regional Office of Education located at 414 Court St.
2. Copy of complete transcript of college credits.
3. Evidence of physical fitness and freedom from communicable disease obtained from a licensed Illinois physician and a T.B. test.
4. If this is your first year to substitute, you must have on file a fingerprint based criminal background check from the Tazewell County Regional Office of Education and a Form I-9, Employment Eligibility Verification.
5. Complete and submitted online application.
6. All necessary signed forms from the NEW substitute teacher application packet found on our website.

Copies of all of the above must be sent to the Administration Office before you can begin subbing.

Pekin Public Schools District 108 is an equal opportunity employer.

Responsibilities

- Respond **affirmatively** to calls requesting substitute service unless you are hindered by an illness or an emergency.
- Dress **professionally**, setting a good example for the students.
- Please **arrive at the Report Times** for each school indicated in your Application Packet.
- Report promptly to the office when you arrive at the school and **receive instructional materials from the secretary**. Familiarize yourself with routine procedures such as class schedules, lunch times, referring students to the office, etc. Inquire about any special events or assignments for that day.
- Substitutes should not be assigned any supervisory responsibilities before the student day begins. After the student day begins, subs are expected to perform routine, non-paid supervisory responsibilities that the teacher they are replacing would normally perform during the day. All District 108 teaching staff have a duty free lunch period.
- Notify the school administration immediately should an accident, illness or discipline problem occur.
- **Review and follow the lesson plans** furnished by the regular teacher.
- Secure materials and equipment necessary for lesson plans.
- Start class immediately with the assigned work.
- If lesson plans are not available or inadequate for length of substitution, contact the principal.
- Keep all students in your classroom under supervision at all times. **NEVER leave a class unattended.**
- Be sure to know where the district's Critical Incident Preparedness Manual is located in the classroom.
- Fill out the **"Daily Report Form"** detailing your day for the regular teacher.

- Consider all records and information pertaining to students **confidential**.
- Leave the classroom in **good order** – close the windows, desks, doors, etc.
- Return substitute teacher folder to the office.
- **BE SURE TO CHECK with the secretary about your returning the next day.**
- Subs may leave at the end of the day when classroom responsibilities and check out procedures have been completed.
- **Maintain a professional attitude and ethical** standards when dealing with pupils, teachers, and parents. Make no adverse comments concerning the teacher, the student, the conditions of one school versus another school, or the administration. If you have criticism, inform the principal.
- Substitutes are invited to attend District 108 development activities if space allows. This will be on a voluntary, non-paid basis. Subs should notify the Office of the Director of Human Resources at least one week in advance of their intent to attend.
- “In accordance with Public Act 33-0346, Pekin Public School District 108’s Board of Education adopted Policy #719 (Student Discipline). This policy eliminates the use of corporal punishment for all students.” Discipline plans are posted in each classroom.
- District 108 makes the Internet available as a tool for life-long learning. The use of the District’s Internet is a privilege, not a right. Any student/staff member who violates the District’s Internet policies and procedures will lose privileges, suffer disciplinary actions, and/or be referred to the authorities for appropriate legal action.
- BOE Policy 830.01 responds to the mandates of the Pro-Children Act and establishes a smoke-free environment for all school sites and grounds.
- BOE Policy 500/5.50 refers to District 108’s Drug- and Alcohol-Free workplace. As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug- and alcohol-free workplace.

Absence Management (formerly Aesop)

District 108 uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Absence Management. The Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet. You may also interact with Absence Management by the way of a toll-free, automated voice instruction menu. Absence Management will make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times: 5:30 AM to 12:00 PM in the morning and 4:00 PM to 9:30 PM in the evening.

Should you experience difficulty using the Absence Management system, please contact Corky Hansen, Absence Management Administrator, at 309-241-0562 or by email at corky.hansen@pekin.net

Payroll Information

Substitutes are paid twice a month, on the 10th and the 25th.

The rate schedule is as follows:

1-25 days \$85 per day

26-50 days \$90 per day

51+ days \$95 per day

Long term assignment (10 days or more = \$120/per day)

Teacher Substitute that fills a paraprofessional vacancy = \$75

Accumulation will be determined by the business office. Two half-days constitutes one full day credit for accumulation purposes.

Pay for ½ day is \$42 regardless of the number of days accumulated.

If you work in the morning in one building and the afternoon in a different building, you will be paid for one full day, not two half days.

There is a mandatory deduction from your gross wages earned for Teacher's Retirement System and this is currently a deduction of 10.12%. The deduction is applicable to all districts in Illinois. The deductions will be tax sheltered from Federal and State withholding. You must fill out forms from the Teacher's Retirement System. *Retired teachers are exempt from this item.*

For information regarding 403B and 457 tax shelter annuities and the District 108 Flexible Benefit Plan, contact the Business Office.

DATES FOR PAYROLL
2018-2019

Below is the list of payroll period dates, as well as the pay days, for the 2018-2019 school year. **Please print and keep.** The days listed are to be included for each payroll. It takes several days to process all reports prior to the pay day, so it is imperative the reports are received on time in the Business Office. All Aesop reports and requests for stipends, etc. should be in the Business Office no later than 2 days after the last date included.

****Please note exception in December and January.** Emails will be sent accordingly.

****FYI--Direct deposit files for payroll must be submitted to the bank from the Business Office by noon 2 days prior to payday. Therefore, any pay requests not timely submitted will be held over for the next pay date.**

<u>Dates</u>	<u>Pay Day</u>
July 16 – Aug 1	Aug 10
Aug 2 – Aug 15	Aug 24
Aug 16 – Sept 1	Sept 10
Sept 2– Sept 15	Sept 25
Sept 16 – Oct 1	Oct 10
Oct 2 – Oct 15	Oct 25
Oct 16 – Nov 1	Nov 09
Nov 2 – Nov 15	Nov 20
Nov 16 – Dec 1	Dec 10
Dec 2 – Dec 15**	Dec 21
Dec 16 – Jan 1	Jan 10
Jan 2 – Jan 15	Jan 25
Jan 16 – Feb 1	Feb 08
Feb 2 – Feb 15	Feb 25
Feb 16 – Mar 1	Mar 08
Mar 2 – Mar 15	Mar 25
Mar 16 – April 1	April 10
April 2 – April 15	April 25
April 16 – May 1	May 10
May 2 – May 15	May 24
May 16 – June 1	June 10
June 2 – June 15	June 25
June 16 – July 1	July 10
July 2 – July 15	July 25

School Directory

School	Principal	Secretary	Hours	Phone
Dirksen 501 Maywood	Melissa Lard	Corky Hansen	8:40-3:10	477-4711
Jefferson 900 S. Capital	Jonathan Cox	Breanne Thomas	8:40-3:10	477-4712
C.B. Smith 1314 Matilda	A.J. Schroff	Christy Brandau	8:40-3:10	477-4713
L.E. Starke 1610 Holiday	Matt Green	Melissa Bonnette	8:40-3:10	477-4714
Scott Altman 1730 Highwood	Lynn Brown	Michele Sea	8:40-3:10	477-4715
Willow 1110 Veerman	Victoria Armbrust	Brittney Smith	8:40-3:10	477-4716
Washington 501 Washington	Marc Fogal Jonathan Kingdon, Asst.	Denise Davis Michelle Bishop, Clerk	8:10-2:40	477-4721
Wilson 900 Koch	Josh Norman Luke Arnsman, Asst.	Nancy Simpson Cyndi Garmon, Clerk	8:10-2:40	477-4722
Broadmoor 501 Maywood	Ty Goss Steve Ross, Asst.	Carol Monks Jody Zurhorst, Clerk	8:00-2:45	477-4731
Edison 1400 Earl	Bill Heisel Kevin Burks, Asst.	Kelly Erps Stefanie Angelo, Clerk	8:00-2:45	477-4732
Preschool Family Education Center 1000 Koch	Karla Kenny	Tonja Zapata	AM 8:50-11:20 PM 12:20-3:20	477-4730