



## **Substitute Paraprofessional 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 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 valid State of Illinois paraprofessional license ELS(PARA) registered for the current year with the Tazewell County Regional Office of Education located at 414 Court Street.
2. Evidence of physical fitness and freedom from communicable disease obtained from a licensed Illinois physician and a T.B. test.
3. 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.
4. Complete and submitted online application.
5. All necessary signed forms from the NEW substitute paraprofessional application packet found on our website.

Copies of all of the above must be on file in the Administration Office before you can be approved at a district Board Meeting which will allow you to 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.
- **Report times are as follows:**
  - Primary Level (K-3 Schools): 8:20 a.m. – 3:20 p.m.
  - Intermediate (4-6 Schools): 7:45 a.m. – 2:45 p.m.
  - Junior High (7-8 Schools): 7:45 a.m. – 2:45 p.m.
  - Preschool Family Education Center: 8:30 a.m. – 3:30 p.m.

**Please do not arrive any earlier or stay later than the above times.**

- 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 paraprofessional they are replacing would normally perform during the day. All District 108 paraprofessional staff have a duty free lunch period.
- Notify the school administration immediately should an accident, illness or discipline problem occur.
- **NEVER leave a class unattended.**
- Be sure to know where the district's **Critical Incident Preparedness Manual** is located in the classroom.
- Consider all records and information pertaining to students as **confidential**.
- **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.

- Substitute paraprofessionals 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 7.190 (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 Absence Management, formerly called Aesop. 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 Absence Management 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.

If, after accepting a position, you find you are unable to meet this commitment, cancel your acceptance through Absence Management as soon as possible. Be advised that the cutoff time for cancellations through Absence Management is 6:30 a.m. of that day. If after 6:30 a.m., contact Corky Hansen by phone or text at 309-241-0562; email at [corky.hansen@pekin.net](mailto:corky.hansen@pekin.net); and/or through Dirksen School at 309-477-4711.

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](mailto:corky.hansen@pekin.net)

## **Payroll Information**

Substitutes are paid twice a month, on the 10<sup>th</sup> and the 25<sup>th</sup>.

**The substitute paraprofessional pay rate is currently \$8.75 per hour.**

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

## **PAYDATES FOR 2018-2019**

<u>Work Dates</u>	<u>Pay Day</u>
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 21
Nov 16 – Dec 1	Dec 10
Dec 2 – Dec 15	Dec __
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

# School Directory

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