



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: 8:40 a.m. – 3:25 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 Hanson by phone or text at 309-241-0562; email at 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@pekin108.org

Payroll Information

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

The substitute paraprofessional pay rate is currently \$12.00 per hour.

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

DATES FOR 2020-2021

<i>Work Dates</i>	<i>Pay Day</i>
July 16 – Aug 1	Aug 10
Aug 2 – Aug 15	Aug 25
Aug 16 – Sept 1	Sept 10
Sept 2 – Sept 15	Sept 25
Sept 16 – Oct 1	Oct 09
Oct 2 – Oct 15	Oct 23
Oct 16 – Nov 1	Nov 10
Nov 2 – Nov 15	Nov 24
Nov 16 – Dec 1	Dec 10
Dec 2 – Dec 15	Dec 22
Dec 16 – Jan 1	Jan 08
Jan 2 – Jan 15	Jan 25
Jan 16 – Feb 1	Feb 10
Feb 2 – Feb 15	Feb 25
Feb 16 – Mar 1	Mar 10
Mar 2 – Mar 15	Mar 25
Mar 16 – Mar 26	April 01
Mar 29 – April 15	April 23
April 16 – May 1	May 10
May 2 – May 15	May 25
May 16 – June 1	June 10
June 2 – June 15	June 25
June 16 – July 1	July 09
July 2 – July 15	July 23

School Directory

School	Principal	Secretary	Hours	Phone
Dirksen 501 Maywood	Melissa Lard	Tonja Zapata	8:40-2:40	477-4711
Jefferson 900 S. Capital	Luke Arnsman Traci Craig, Asst.	Nancy Simpson	8:40-2:40	477-4712
C.B. Smith 1314 Matilda	A.J. Schroff	Christy Brandau	8:40-2:40	477-4713
L.E. Starke 1610 Holiday	Matt Green	Melissa Bonnette	8:40-2:40	477-4714
Scott Altman 1730 Highwood	Lynn Brown	Michele Sea	8:40-2:40	477-4715
Willow 1110 Veerman	Victoria Armbrust	Brittney Smith	8:40-2:40	477-4716
Washington 501 Washington	Marc Fogal Jonathan Kingdon, Asst.	Denise Davis Tricia Williamson, Clerk	8:10-2:10	477-4721
Wilson 900 Koch	Josh Norman Annie Smith, Asst.	Jamie Antonio Cyndi Garmon, Clerk	8:10-2:10	477-4722
Broadmoor 501 Maywood	Ty Goss Steve Ross, Asst.	Amber Irby Jody Zurhorst, Clerk	8:00-2:00	477-4731
Edison 1400 Earl	Bill Heisel Kevin Burks, Asst.	Kelly Erps Stefani Angelo, Clerk	8:00-2:00	477-4732
Preschool Family Education Center 1000 Koch	Karla Kenny	Mollie Keyser	<u>AM</u> : 8:40-11:10 <u>PM</u> : 12:30-3:30	477-4730