



Substitute Secretary 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. Evidence of physical fitness and freedom from communicable disease obtained from a licensed Illinois physician and a T.B. test.
2. 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 secretary 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.
- Arrival times vary by building. Confirm arrival time with Mrs. Hansen, the substitute coordinator. Report promptly to the office upon arrival and check in with the building principal.
- Each office should have a binder with building information and instructions of the required duties. If a binder cannot be located, advise the building principal. Familiarize yourself with answering phones, building security procedures, handling building/office visitors and student attendance procedures. Inquire about any special events.
- Substitutes should not be assigned any supervisory responsibilities before the student day begins. All District 108 secretarial staff have a duty free lunch period.
- Notify the school administration immediately should an accident, illness or discipline problem occur.
- Be sure to know where the district's **Critical Incident Preparedness Manual** is located.
- 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.
- 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 (Aesop)

District 108 uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitute teachers and paraprofessionals. Secretary substitutes are not part of the Absence Management automated calling system. Secretary substitutes will be contacted by either Corky Hansen, substitute coordinator, or by the school secretary or school principal directly.

Payroll Information

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

The substitute secretary 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. Questions should be directed to 309.477.4744.

For information regarding 403B and 457 tax shelter annuities and the District 108 Flexible Benefit Plan, contact the Business Office – phone 309.477.4744.

School Directory

School	Principal	Secretary	Hours	Phone
Dirksen 501 Maywood	Melissa Lard	Corky Hansen (Mrs. Hansen is also district Absence Management contact)	8:40-3:10	477-4711
Jefferson 900 S. Capital	Jonathon 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	Lori Preston	8:40-3:10	477-4714
Scott Altman 1730 Highwood	Lynn Brown	Kay Graves	8:40-3:10	477-4715
Willow 1110 Veerman	Victoria Armbrust	Julie Draher	8:40-3:10	477-4716
Washington 501 Washington	Marc Fogal Jason Fowler, Asst.	Denise Davis Glenna Carrick, Clerk	8:10-2:40	477-4721
Wilson 900 Koch	Josh Norman Luke Arnsman, Asst.	Nancy Simpson Karen Williams, Clerk	8:10-2:40	477-4722
Broadmoor 501 Maywood	Ty Goss Jonathan Kingdon, Asst.	Carol Monks Jody Zurhorst, Clerk	8:00-2:45	477-4731
Edison 1400 Earl	Bill Heisel Kevin Burks, Asst.	Kelly Erps Denise Davis, Clerk	8:00-2:45	477-4732
Preschool Family Education Center 1000 Koch	Linda Seth	Tonja Zapata	<u>AM</u> : 8:50-11:20 <u>PM</u> : 12:20-3:20	477-4730