

## HOW TO BECOME A D143 SUB AND MAXIMIZE YOUR SUBSTITUTE TEACHING EXPERIENCE

### **Application**

The District prefers that individuals interested in substitute teaching come in to the District office in person to request an application packet. The packet contains all of the employment and tax forms that must be completed and expedites processing of applications. Applications submitted through the website online application system must be supplemented by additional materials. Please contact the HR office for more information.

### **Licensure**

The law requires that all teachers, including substitute teacher, hold a valid Illinois teaching license. A teaching or substitute license may be secured through the Illinois State Board of Education. The license must be registered in Region 7. A printout of the license and endorsements (as applicable) from ELIS, as well as official transcripts, must be on file at the School District 143 Administration Center prior to employment as a substitute.

### **State Substitute Requirements**

Anyone with a valid Professional Educator License (PEL) or Substitute License (includes TRS retirees) interested in working as a substitute teacher in any Illinois school district must first contact their local Regional Office of Education or Intermediate Service Center for processing of fingerprint background check, and TB requirements. Once the ROE/ISC has approved you, they will provide you with a packet of information which can be copied and provided to districts in which you want to substitute.

Our local Intermediate Service Center is:

**South Cook Intermediate Service Center**  
253 W. Joe Orr Road  
Chicago Heights, IL 60411  
708-754-6600

### **License Renewals**

Teaching licenses, whether a Substitute License or a PEL, must remain valid and registered in Region 7 at all times. To ensure this, the District will periodically monitor substitute credentials. Anyone with an invalid, lapsed or unregistered license will be immediately removed from the roster.

### **Professionalism**

It is expected that all persons accepted as substitute teachers will strive to promote the image of the school district within the community, and will use proper channels available within the school to articulate concerns.

Principals have the ultimate right to decide who will and will not be allowed to work as a substitute in their school, and teachers are asked to provide feedback on substitutes – good and bad. It is important that you follow the instructions left by the teacher, never leave your students alone without a licensed teacher, and always show respect for the students and for the teacher's classroom and possessions. Substitutes who ignore teacher instructions and building rules will not be invited back.

### **Student Testing**

Substitute teachers and retired teachers are often utilized as supervisors during student testing. These testing day assignments are paid as sub days and must be counted against the daily and/or hourly annual limits. Retirees going over the 120 day limit are putting their pensions in jeopardy.

### **Annual Renewal**

Annually and usually right after July 1, all District substitutes will receive a notice which acts as reasonable assurance that the District will retain them as a sub for the following school year. **Subs are asked to confirm address and phone information**, and sign and date the form which must be returned no later than mid-August. We must have a current form on file in order for you to continue to work as a substitute. The District assumes that anyone not returning the signed notice has resigned and will remove them from the active sub roster.

### **403(b) Tax Deferred Annuity**

Recent legislation requires that the District make its 403(b) plan available to all qualified employees. If you are interested in making tax deferred contributions to a 403(b) annuity, and to see if you qualify, please contact Laurie De Haan at the Business Office.

### **Affordable Care Act**

Effective January 1, 2014 the Affordable Care Act requires employers to offer access to medical insurance to anyone working an average of 30 hours per week over a pre-determined measurement period. District 143 has elected a 12-month measurement period. At the appropriate time we will review work records to identify anyone who qualifies.

## **ASSIGNMENTS, WORK HOURS/LIMITS, Compensation**

### **ASSIGNMENTS – AESOP**

District 143 uses AESOP an online sub placement system for filling substitute teacher and substitute paraprofessional (para) assignments. With this system, substitutes can search for available assignments, anytime, either by calling a toll-free number or pay logging in via the web. AESOP will also search for substitutes for unfilled assignments by phone based on preference lists managed by the District. For special circumstances or in an emergency, school secretaries will still contact substitutes directly.

Subs new to District 143 will receive a login and password once their paperwork is complete. Once you have been provided with system access, subs can review training materials on the AESOP website 24-7.

When an individual becomes a substitute teacher or para for District 143, it is expected that he/she will be available for substitute work on a regular basis. If an emergency situation arises the substitute cannot work at all the Business Office should be informed as soon as possible and non-work days should be logged into the sub's AESOP account.

**Substitutes are not allowed to cancel an assignment thru AESOP once it is accepted. So, if you accept an assignment, and find that you will be unable to fulfill the assignment, it is critical that you call the school directly and notify the building secretary.** As much advance notice as possible is always appreciated. Questions regarding the AESOP system should be submitted to Laurie De Haan at 708-388-6444. In her absence, you can also ask for .....

### **WORK LIMITS**

Substitute teachers with a Substitute Teaching License are limited by School Code to working a maximum of 90 days in any one district. While the state allows licensed teachers to work an unlimited number of days in any one district (but only 120 days for any one teacher) **District 143 limits the total cumulative hours that teacher subs can work to 1199 hours for the school year.** This includes any subbing done for support staff. This equates to about 160 7.5 hour work days.

Paraprofessional and other support staff subs are limited to working 599 hours per school year.

The state also limits retired teachers receiving a pension from TRS to working 120 days or # of hours per school year. The District will be monitoring the days and hours that you work, however retirees are ultimately responsible for tracking their days/hours worked. Exceeding the limit will jeopardize your pension.

### **COMPENSATION**

All substitute teachers are compensated at the rate of \$100 per day for the first 10 days, (days do not have to be consecutive) \$115 for days following.

Substitutes teachers who accept a lone term assignment of at least 20 days for the same teacher (i.e. childcare or medical leave) are compensated at a rate of

If you are in the **same position** after 20 days on day 21 through 40 \$125 per day, same position after 40 days, on day 41 through 90 \$135 per day.

### **Pay Day**

Payroll schedules are given out with your substitute packets.

### **WORK DAYS/HOURS**

Always verify information on AESOP for start and end times. Plan to arrive about 15 minutes prior to the beginning of the time shown in AESOP.

Teacher hours are 8:05 – 2:55 for Central Park, Springfield and Kolmar School.

Spaulding Teacher hours are 8:10 – 3:00

7:15 – 2:10 for some special Education classes