

Professional Personnel

Substitute Teachers ¹

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute certificate and may teach in the place of a certified teacher who is under contract with the Board. ² There is no limit on the number of days that a substitute teacher may teach in the District during the school year. However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply: ³

1. A substitute teacher holding a substitute certificate may teach only for a period not to exceed 90 school days.
2. A teacher holding a valid early childhood, elementary, high school, or special certificate may teach only for a period not to exceed 120 school days.

The Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. ⁴

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. ⁵

Emergency Situations ⁶

A substitute teacher may teach when no certified teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. See policy 5:30, *Hiring Process and Criteria*. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5). The physical examination must be performed within 90 days before the time it is presented to the board, and the employee bears the cost of the physical examination.

² Substitute teaching *certificates* are governed by 105 ILCS 5/21-9, amended by P.A. 97-607, but this section will be repealed on June 30, 2013 because ISBE plans to institute a system of *educator licensure* by July 1, 2013 (P.A. 07-607). All licensure requirements and qualifications are listed in Article 21B of the School Code. Once ISBE institutes the new licensure system, substitute teaching licenses and substitute teaching will be governed by 105 ILCS 5/21B-20(3), added by P.A. 97-607.

³ Id.

⁴ 40 ILCS 5/16-118 and 40 ILCS 5/16-150.1. The limitation for TRS annuitants of 120 paid days or 600 hours expired on June 30, 2011.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

⁵ If a board provides substitute teachers other benefits, it may consider listing them here.

⁶ 105 ILCS 5/21-9, amended by P.A. 97-607. An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully certified teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent will notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9, 5/21B-20(3), and 24-5.
23 Ill.Admin.Code §1.790.

CROSS REF.: 5:30 (Hiring Process and Criteria)



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Section 5 - Personnel

Professional Personnel

Policy 5:220

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate. Substitute teachers with substitute certificate may teach only when an appropriate, fully certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given substitutes.

LEGAL REF.:

105 ILCS 5/21-9; 24-5.
23 Ill.Admin.Code §1.790.

ADOPTED:

SEPTEMBER 21, 2009



Edline

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