

## 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 a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. <sup>2</sup> Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable. <sup>3</sup>

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. <sup>4</sup>

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. <sup>5</sup>

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

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<sup>1</sup> 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.

<sup>2</sup> 105 ILCS 5/21-9, amended by HB 5863, eff. 1-1-11. Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational 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.

<sup>3</sup> Required by 105 ILCS 5/21-9.

<sup>4</sup> The limitations listed in the first clause of this sentence apply to all substitute teachers. See, 105 ILCS 5/21-9 and 40 ILCS 5/16-118(b). 40 ILCS 5/16-150.1, as amended by P.A. 95-910, addresses personnel shortages and extends to 2013 the allowance of some TRS annuitants to return to full-time TRS-covered employment without loss of their pensions where the regional superintendent certifies that a personnel shortage exists in their subject areas. The program, started in 2003, was extended in 2008 and expires on June 30, 2013.

105 ILCS 5/10-21.9(b), amended by P.A. 96-1452.

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.

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