

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59**

2123 S. Arlington Heights Road

Arlington Heights, IL 60005

(847) 593-4300

Elk Grove Township Schools

**SUBSTITUTE TEACHER  
HANDBOOK**



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## GENERAL INFORMATION

### DISCLAIMER

This Substitute Handbook is for your use as a source of information about Community Consolidated School District 59 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either express or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee of District 59 and you or District 59 may terminate your relationship with the District at anytime, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

**REQUIREMENTS: State law and local policy determines the requirements for substitute teaching. Substitute teachers may be placed on the active substitute list only after submitting to Human Resources the forms included in the sub packet and completion of a background check.**

## **CERTIFICATION**

A substitute must hold a proper teaching certificate for teaching in the State of Illinois. The certificate must be registered in the Cook County Office every year. The most common valid certificates are as follows:

**Type 03 Elementary:** This certificate qualifies a substitute to teach kindergarten and grades 1-9.

**Type 09 Secondary:** This certificate qualifies a substitute to teach grades 6-12.

**Type 04 Early Childhood:** This certificate qualifies a substitute to teach Age 0 to grade 3.

**Type 39 Substitute:** This certificate qualifies a substitute to teach kindergarten and grades 1-12.

**Type 10 Special:** This certificate qualifies a substitute to teach only the subject named on the certificate in kindergarten and grades 1-12.

**A person holding a substitute certificate may teach only in place of a certified teacher under contract for a maximum of 90 school days in any single district in any single year. An individual who holds an elementary, secondary, early childhood or special certificate may serve as a substitute teacher for 120 days per district per year in all grades (K-12).**

## **SUBSTITUTE TEACHER RATE OF PAY**

- \$110.00/day (\$55.00/half day)
- \$150.00/day beginning on the 16th day of the same assignment/classroom. Pay is retroactive.
- An additional stipend will be paid, at the end of the year, for those who sub the Ridge Balanced Calendar 15 days or more
- TRS credit for certified assignments
- Retired District 59 staff receive an additional stipend

## **NON-TEACHER SUBSTITUTE RATE OF PAY**

- \$120.00/day – Nurse
- \$110.00/day - Teacher Assistant
- **No long-term rate of pay**
- **No TRS credit**

**PAYCHECKS ARE ISSUED EVERY TWO WEEKS.  
PAYCHECKS ARE TWO WEEKS BEHIND  
(see enclosed pay schedule)**

## **ASSIGNMENT/COMPENSATION OF SUBSTITUTE TEACHERS**

Substitutes are given no guarantee of a minimum number of assignments, but every effort is made to distribute assignments equitably. An assignment is made after consideration of the substitute's major subject area, grade level and subject preferences, and general qualifications. Substitutes need to make themselves available for a reasonable percentage of calls.

We understand that a substitute may not be able to accept an assignment. However, if several attempts to utilize the services of a substitute are met with refusals, future attempts may be reduced.

When a staff member is absent for two (2) or more consecutive days, every effort will be made to assign the same substitute for that staff member.

**Substitute teachers who report to a building as directed for an assignment and upon arrival at the building are directed to another substitute assignment must take the changed assignment. If you choose to decline the new assignment (and go home), you will not get paid for the day. However, if you arrive at a building and no substitute assignment is available - due to building and/or scheduling error, you will be paid for no less than one-half day of work.**

- Substitute teachers are required to participate in the Teacher Retirement System (TRS)
- Certified Substitute acting as a teaching assistant will be subject to FICA & Medicare (No TRS)
- Substitute teachers do not receive fringe benefits from District 59
- District 59 does offer direct deposit to all substitute employees (see section on Employee Access)
- Substitute teachers are covered under workmen's compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator immediately and complete a First Report Injury Form 45, (found in the school office) on the same day as the accident occurs.

## **REQUIREMENTS TO BE A SUBSTITUTE TEACHER IN CCSD59**

In addition to the completed application, the following forms and documents **MUST** be on file in Human Resources for all substitutes, whether certified teacher or support staff (i.e. teacher assistant, secretary, or nurse):

- ✓ Copy of Substitute Authorization Form (issued by North Cook ISC)
- ✓ Copy of document that establishes identity, i.e. Driver's License & Social Security Card (original must be copied by HR staff member)
- ✓ Federal & State W-4 Tax Forms
- ✓ Statement Concerning your Employment in a Job Not Covered by Social Security
- ✓ Emergency Contact Information Form
- ✓ County Form
- ✓ TRS Forms (2)
- ✓ Direct deposit form (optional)

## **CRIMINAL HISTORY BACKGROUND INVESTIGATION-FINGERPRINTING**

All employees are required to have a completed background check on file prior to substituting in any capacity. Please make an appointment with the North Cook Intermediate Service Center by calling 847-824-8300 & pressing #1. A packet of forms required by North Cook is included in your sub packet. Please complete these forms prior to your fingerprint appointment, as North Cook will not submit your fingerprints until all paperwork & negative TB test results have been received. After completing the requirements through North

Cook, you will be issued a Substitute Authorization form that can be submitted to our District for substitute teaching

### **EMPLOYEE ACCESS**

In an attempt to move to a paperless system, District 59 will be utilizing the Employee Access System. This system is available to substitute teachers as a way to view individual payroll information and track the days worked in District 59. A link to Employee Access can be found on the District website ([www.ccsd59.org](http://www.ccsd59.org)). In the Staff Only section (bottom left) click on Employee Only Access to Skyward. In order to access your information, you will need a login and password. It is important that you include your e-mail address on the Substitute Teacher Information Sheet, as e-mail is a means to communicate your login & password to you. Please click on “forgot login & password” and follow the prompts to receive your information. Should you have any questions or need assistance with Employee Access, please contact Cindy Pullen at 847-593-4371.

### **CHANGE OF ADDRESS - TELEPHONE NUMBER - EMAIL ADDRESS**

A Change of Name, Address, or Telephone Number Form can be found at the end of this handbook. Please complete this form and return it to the Substitute Caller should you need to change any of this personal information. Also, please contact the Substitute Caller should you have a change in your e-mail address.

### **REMOVAL FROM THE SUBSTITUTE ROSTER**

Substitutes may be removed from the substitute roster at their request or based upon request(s) from several building

administrators that substitutes not return to their respective buildings. The human Resources Department makes the final decision and resolution.

### **EMERGENCY PROCEDURE FOR SUBSTITUTES**

If a substitute is going to be unavailable for an extended period of time, please call the substitute caller and provide all the appropriate information regarding your status.

If a substitute should become ill and cannot finish an assignment, he/she should call the substitute caller so that a new substitute can be obtained. If the substitute is calling the day of the assignment and cannot reach the substitute caller, leave a message for the substitute caller and then call the principal of the building where scheduled to work. Phone numbers of the schools are located at the end of this handbook.

### **BLOOD BORNE PATHOGEN TRAINING**

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for Community Consolidated School District 59. This plan covers all employees who could be “reasonably anticipated” as the result of performing their job duties, to have contact with blood and other potentially infectious materials. *All new or returning substitutes must participate in the Blood Borne Pathogen on-line training each year.*

### **PROFESSIONAL RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

All substitutes must first report to the school’s main office to sign in and pick-up a substitute teacher badge. Substitute



teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. Carry out lesson plans left by the regular teacher
2. Assume attendance taking responsibilities
3. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
4. Complete all reports normally required of the regular teacher.
5. Complete the regular assignments of the teacher, including supervision assignments such as; bus duty, hall duty, study hall, and lunchroom/recess duty.
6. **Four - Five (4-5) periods or less constitutes a half-day at the Jr. High**
7. **Be ready and willing to work as needed with administrative personnel during free periods. If a substitute teacher is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, that substitute teacher is EXPECTED to do so. A substitute employee will not receive additional salary for working during a regular teacher's free periods.**
8. **All subs MUST report prior to the start of the day regardless of the teacher's schedule.**
9. Please do not eat or drink in the classroom – a water bottle is acceptable.
10. **Never leave students unattended.**

If a substitute has questions about any of the above or any other responsibilities, information may be obtained from the building administrator.

## PROFESSIONAL ETHICS

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff and other school related matters. Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings especially in the teacher's lounge. Share any concerns by using the Substitute Feedback sheet for communication or talk to an administrator.

**The administrator or secretary has the responsibility of making arrangements for substitutes with the substitute caller. Therefore, the substitute must not make arrangements with the regular teacher.**

- **Appearance:** Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes in Community Consolidated School District 59. Inappropriate attire includes, but is not limited to, low cut pants, bare-midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.
- **Cell Phone Usage:** Please do not make or receive cell phone calls during classroom instructional time. To insure that students will not be disrupted during class time, cell phones should be turned off.
- **Policy regarding Use of Cigarettes, Alcohol or Illegal Drugs:** Community Consolidated School District 59 policy states that smoking on district property is not permitted. If you smoke, please use your car and move if off of school

grounds. Use of alcohol or drugs or district property is strictly prohibited.

- **Sexual Harassment**: The district does not discriminate against any employee or applicant on the basis of sex and will not tolerate sexual harassment by any of its employees. All employees are responsible for assuring that the workplace is free from sexual harassment.
- **Acceptable Use of the Internet**: Access to the District's Electronic Network must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate non-commercial business use. The District's Network may not be used for personal financial gain.

### **STUDENT DISCIPLINE**

The teacher/substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of the principal, assistant principal or other appropriate school personnel in maintaining discipline in the classroom.

### **EMERGENCY PROCEDURES IN THE BUILDINGS**

The substitute teacher should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures should be posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building

through the nearest exit and proceed to a safe distance away from the building.

### **STUDENT SAFETY**

Each member of the staff is responsible for the safety of students under his/her charge. If a child appears to be ill or hurt, contact the main office. Generally, a nurse or health care assistant is on duty to attend to the student.

### **EMERGENCY CLOSING OF SCHOOLS**

The closing of school because of extreme weather conditions or other severe emergencies will be posted on our website [www.ccsd59.org](http://www.ccsd59.org) and announced during the early morning hours on the following radio stations: WMAQ (AM-670) WLS AM (890) WGN (AM-720) WWMM FM (92.7) WBBM (AM)

### **BEFORE CLASS**

- All substitutes should arrive at the school 15 to 20 minutes before the start of the first class so all before-class responsibilities can be completed; remain at school until 30 minutes after student dismissal.
- Report to the main office to sign-in and obtain a Substitute Badge.
- Find out how to contact the office or crisis team
- Introduce yourself to a neighboring teacher
- Review the daily plans, class schedules and seating chart, which should be left in a folder marked “Sub Folder”. Determine as early as possible if lesson plans call for special materials.

- If no plans are provided, consult with the grade level or subject teammate for advice about your best course of action.

### **DURING CLASS**

- Check attendance first so you can send the attendance report to the office promptly. Because each school may do this differently, ask the office or another teacher about the proper reporting procedure the first time you substitute at a particular school.
- Briefly observe students for signs of illness or suspected illness. If you conclude a student may be ill, refer him/her to the school nurse or office.
- Follow the teacher's written plans unless there is a *compelling* reason not to. If, you feel it is necessary to make any changes in the prepared lesson plans, be sure to leave notes for the regular teacher about the changes you made, including an explanation about why the changes were necessary.

### **AFTER CLASS**

(These tasks can & should be accomplished during planning time)

- Check all student work completed during the day, label & organize the work for the regular teacher's inspection, and provide a summary of the day's activities for him/her.
- Leave notes for the teacher describing what occurred during the day.
- Complete a substitute report if the school requires it. (Check with the school office about this – a form is included in this Handbook)
- Return any materials or equipment used during the day to their proper place.

- Report to the school office prior to leaving for the day. The secretary should be able to tell you if they have requested you for the following day. You will also return your Substitute Badge.

### **CLASSROOM MANAGEMENT**

- Write your name on the board & pronounce it for the students so they can use it when addressing you
- Begin the day firmly. Students need to sense that you can & will control the situation.
- Keep students on task & keep activities moving.
- Have some ideas for extra activities in case you finish early
- However, be prepared that some teachers plan extra activities for sub days so don't always expect to finish everything
- Look for any behavior plans in the sub folder and have some ideas of your own
- Be careful about allowing students to leave the room for bathroom, office, nurse, etc. – Try to follow the teacher's policy about students leaving the room.

## **CLASSTIME SCHEDULE**

Bus scheduling may result in changes in this time schedule for some buildings.

### **Brentwood, Forest View, John Jay, Ridge Family Center for Learning**

#### *Early Childhood*

Morning - 9:15-11:35

Afternoon - 12:50-3:10

### **Ridge Family Center for Learning**

Grades K-5: 8:00-4:00

### **All Other Schools for Kindergarten**

Half-day session: 9:10 to 11:55 a.m. 12:45 to 3:30 p.m.

### **Grades K - 5**

Morning: 9:10 to 11:55 a.m.

Afternoon: 12:45 to 3:30 p.m.

### **Junior High Schools - Grades 6 - 8**

Friendship Jr. High: 8:25 a.m.-3:00 p.m.

Grove Jr. High: 8:10 a.m.-2:45 p.m.

Holmes Jr. High: 7:55 a.m.-2:30 p.m.

Four - Five (4-5) periods or less constitutes a half-day  
at the Jr. High

(Lunch periods vary at each junior high school. Junior high students eat lunch at school.)

**All subs MUST report prior to the start of the school day  
regardless of the teacher's schedule.**

**\*SAMPLE\***

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59**

**Substitute Report**

Please complete this form and present it to the office at the end of the day or substitution period.

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Gr./Teacher:** \_\_\_\_\_  
**Substitute's Name:** \_\_\_\_\_

**(Please Print)**

**Were the following available?**

- A. Desk identifications or seating charts, reading and mathematics grouping charts?
- B. Lesson plans?
- C. Teaching schedule?
- D. Supervisory duty annotated in plans (Lines, recess, etc.)?

**Your comments:** Attitude of the students or any suggestions, which you think, may be beneficial.

**Did you leave a note stating?**

- A. Whether or not assignments were covered?
- B. Did you correct or have corrected written work?
- C. Was the room left in order?