

Indian Prairie School District 204

Substitute Information

Requirements to be a Substitute Teacher

1. Complete an online application.
2. Must have a valid Illinois teaching or substitute (type 39) certificate registered with the DuPage County Regional Office of Education for the current year.
3. Must have photocopies of all academic transcripts.
4. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
5. Read and sign an Acknowledgement of Mandated Reporter Status statement.
6. Successfully complete a criminal history background investigation.
7. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
8. Complete the INS Form #I-9, Employment Eligibility Verification.
9. Have a current telephone number.
10. Provide his/her own transportation.
11. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

Requirements to be a Substitute Teacher Assistant

1. Complete an online application
2. Must have a valid Paraprofessional Approval registered with the DuPage County Regional Office of Education. This applies to anyone whom serves as a teacher assistant regardless of certificate status. www.isbe.net/certification/html/paraprofessional.htm
3. Read and sign an Acknowledgement of Mandated Reporter Status statement.
4. Successfully complete a criminal history background investigation.
5. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
6. Complete the INS Form #I-9, Employment Eligibility Verification.
7. Have a current telephone number.
8. Provide his/her own transportation.
9. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

Requirements to be a Clerical Substitute

1. Complete an online application
2. Read and sign an Acknowledgement of Mandated Reporter Status statement.
3. Successfully complete a criminal history background investigation.
4. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
5. Complete the INS Form #I-9, Employment Eligibility Verification.
6. Have a current telephone number.
7. Provide his/her own transportation.
8. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

Health Requirements

All staff working with children in schools in Illinois must have a negative tuberculosis x-ray or skin test. Chest X-rays or skin tests are acceptable. X-rays or skin tests can be obtained from the DuPage County Health Department (630-682-7522) for a minimal cost. The State also requires that evidence of physical fitness and freedom from communicable disease (a physical examination) is on file with the District. A licensed physician must perform the physical examination. Once on file, these exams do not need to be repeated.

Blood Borne Pathogen Training

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for Indian Prairie Community Unit School District 204. 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 training each year.

Certification

Both certified substitutes and those with a substitute certificate (type 39) must be current. A substitute teacher with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days in any one school district in any one school term. Those with a substitute certificate are not eligible for long term substitute placements. 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. Please refer to Board Policy #550.01, included at the end of this handbook.

Substitute teachers working with a substitute teaching certificate only, are not required to complete a Certificate Renewal Plan. Substitute teachers who hold a Standard and/or Master teaching certificate(s), and work in a district less than 120 days, are not required to complete a Certificate Renewal Plan. Those who hold a Standard and/or Master teaching certificate(s), and work in a district 120 or more days, need to contact the DuPage ROE at (630) 407-5800 for specific instructions.

Transcript evaluation (www.isbe.net/certification):

**American Association of Collegiate Registrars
and Admissions Officers (AACRAO)**
<http://www.aacrao.org/credential/>

Consultancy on International Education
<http://www.international-education.com>
Email: cie@international-education.com

Educational Credential Evaluators, Inc. (ECE)
<http://www.ECE.ORG>

Educational Perspectives
<http://www.educational-perspectives.org>

Josef Silny & Associates, Inc.
<http://www.jsilny.com>

World Education Services
<http://www.wes.org/>