

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

SUBSTITUTE TEACHER'S MANUAL



2022-2023

District Administrative Center
596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
(630) 469-9100

This manual is not a contract of employment and may be modified, disregarded, eliminated, or changed at any time, with or without notice, at the sole discretion of the Board of Education and/or Superintendent.



GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

596 Crescent Boulevard, Glen Ellyn, IL 60137-4297, (630) 469-9100, www.glenbard87.org

To Our Substitute Teachers

Glenbard Township High School District 87 welcomes you to our professional staff. Your role as a substitute teacher is an important one. We appreciate all the talents you bring with you each time you substitute and it is our desire to make your experience as a substitute a rewarding one for you as well as for our schools.

Your acceptance of this assignment is appreciated. We hope that this Substitute Teacher's manual will assist you in having an enjoyable, productive day in Glenbard Township High School District 87.

Should you need further assistance, do not hesitate to reach out to the HR Confidential Specialist for Substitutes & Summer School, Viraj Dhebar.

Sincerely,

Josh Chambers
Assistant Superintendent for Human Resources

Substitute Teaching in Glenbard Township High School District 87

Purpose: This manual was originally compiled by members of the full-time teaching staff and substitute teachers of Glenbard Township High School District 87 in order to serve as a guide to staff members and to assist Substitute Teachers in carrying on the classroom programs. Moreover, the intended goal of this manual is to remove any existing barriers in substitute teaching to achieve a continuous day-to-day program for every student.

1. **Licensure:** Substitute Teachers must hold an Illinois Teacher's License or Substitute License registered in DuPage County, IL. A substitute teacher with a substitute license may teach in the place of a certified teacher who is under contract with the Board. All Licenses must be registered in DuPage County. Substitute Teachers are considered at will, part-time employees of District 87. **There will be a limit of 119 days a substitute teacher can substitute in any school year. It is important to note: Substitute Teachers must be responsible for keeping track of how many days they substitute and keeping up with ever changing laws and TRS requirements as to how it may affect them.** Changes in the Illinois school code and in Federal Health Care impact the role of part-time employees. Special circumstances must be approved by Josh Chambers, Assistant Superintendent of Human Resources.

The Teacher's Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS Annuitant to substitute teaching for **a period not to exceed 120 paid days or 600 paid hours** in a certified position in any school year, unless subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

Apply for teaching license or substitute license at:

The DuPage County Regional Office of Education
421 North County Farm Road
Wheaton, IL 60187
(630) 407-5800

2. **Hiring Process:** When substitute teacher positions are available, the opening will be posted online at www.glenbard87.org. Substitutes are required to fill out an online application in order to be considered for employment. Applications are to be filled in completely with references as to character and teaching experience. Applicants will be screened and called for an interview before being hired. Employment is dependent on completing all HR hiring onboarding requirements (see #3 below).
3. **Items that must be on file in the District Personnel Office:**
 - A. Completed online application
 - B. Fingerprint-based criminal background authorization form and report
 - C. Immigration Reform & Control Act of 1986 Form I-9
 - D. State and Federal W-4 forms (direct deposit form, optional)
 - E. Copy of official college transcripts with degree and date of conferral

- F. Copy of PEL or Substitute Teaching License (and copy of Registered Nursing License, if applicable) registered in DuPage County.
- G. Proof of a physical exam taken within 90 days of submission to HR
- H. Verification of and Agreement with Online Application form
- I. U.S. Department of Education Race and Ethnicity form
- J. DCFS Child Abused and Neglected Reporting Acknowledgement
- K. Form SSA-1045 (Employment in a Job Not Covered by Social Security)
- L. Policy Acknowledgement (5:20 Workplace Harassment; 5:50 Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition; 9:010 and 9:010-R2 technology related policies)
- M. Student Records Confidentiality & Student Privacy Rights Acknowledgement
- N. Post Retirement Affidavit, if a retired TRS or IMRF member receiving benefits
- O. Copy of Glenbard District 87 Substitute Photo ID

TRS Membership/Beneficiary is no longer done through HR (contact members@trsil.org or 877-927-5877).

4. **Involuntary removal from the Substitute Teachers List:** Glenbard Township High School District 87 employs substitutes as “employees at will”. As an employee at will, any offer of employment that Glenbard Township High School District 87 extends, or any employment that occurs if one is hired, is for an indefinite period and may be terminated at any time by Glenbard Township High School District 87 or the individual, with or without cause, and without prior notice or warning. Accordingly, Substitute Teachers may be removed from the substitute list at the discretion of Glenbard Township High School District 87.

Substitute Procedures

Substitutes are expected to be proactive in securing assignments. They are to be willing to substitute at all school buildings and substitute for all subjects.

1. Substitute Assignments:

- A. A request to substitute will be made by the automated Absence Management system (formerly AESOP). The absence management automated system may call substitutes during the following call times: 5:30 AM – 7:30 AM, 7:00 PM – 10:00 PM. Requests to substitute may also be made by our HR Confidential Specialist for Substitutes and Summer School, Viraj Dhebar, by phone or email. It is the expectation that when possible, a Substitute Teacher will sub for 7 class periods. We would appreciate it if they make themselves available to substitute from 7:00 a.m. – 2:35 p.m., but it is not mandatory.
- B. A Substitute may search for available jobs 24 hours a day, 7 days a week on the Internet at www.aesoponline.com or by calling the Absence Management automated phone system at 1-800-942-3767. Upon hire, you will be sent a Welcome Letter with

your personal log-in information after successful completion of the Substitute Application process.

- C. We expect our substitutes to substitute at all our schools and substitute teach all subjects.
- D. If a substitute is asked to teach out of his/her certified field, it is because there is no one available who is certified in that field.
- E. Substitutes **must be flexible** as assignments can change quickly with regard to who they substitute for, times, periods, subjects, etc.. It is the responsibility of the substitute to be sure they get the information correctly. After accepting an assignment, please check the Absence Management system to see if there are notes or sub plans provided. **Recheck for any emails, updated notes or plan changes before leaving home for the day of the assignment due to a possible last minute cancellation or change.**
- F. In order to eliminate unnecessary calls by the Sub Caller or Absence Management automated system, substitutes are requested to enter all of their Non-Workdays for the entire school year into their Absence Management account and to add to them as the year progresses. This avoids any unnecessary phone calls and accidental accepting of assignments they are unable to substitute teach.
- G. Substitutes should **NOT** cancel an assignment they have secured unless it is an absolute emergency. This causes hardship for the sub-coordinator and the school. Should an emergency arise, please email:

Viraj_Dhebar@glenbard.org

HR Confidential Specialist/Substitutes & Summer School.

2. Arrival at School:

- A. Board policy mandates that Substitute teachers arrive at least 20 minutes before their first teaching period starts and remain 20 minutes after their last period. The first time you sub in each school, please arrive earlier to meet with the Building Sub Coordinator, receive a parking permit, and a substitute teacher's folder with everything you will need to substitute in that particular school. Wear your Glenbard issued ID.
- B. When the class arrives, introduce yourself to them. Writing one's name on the board and giving the students a clear expectation of the period is helpful to the class.

3. Duties and Responsibilities:

- A. Substitutes are subject to the same rules as regular teachers. They are expected to fulfill all duties of the regular teacher as far as practicable, including their supervisory assignment.

- B. Each building has its own special fire and emergency disaster drill. Your substitute folder will have some procedures as well. Instructions for fire and disaster exits are posted in each classroom. Please become acquainted with them at the beginning of each assignment.
- C. A substitute teacher is responsible for discipline in the classroom. They may obtain the assistance of the Department Chair, Dean of Students, or other appropriate school personnel in maintaining this responsibility. No substitute is to administer any type of corporal punishment to a student. If a problem of discipline arises to the extent that the substitute teacher cannot verbally control the student, the substitute teacher should request assistance from the Dean of Students or other Administrator.
- D. Substitute teachers are also responsible for student attendance every period. Attendance should be electronically entered in the Power School network.
- E. A nurse is on duty at each school to assist in situations they might best handle. We suggest that substitutes become acquainted with the location and procedures of the Health Center.
- F. Follow and carry out the teacher's plans and leave detailed notes for the teacher.
- G. We would appreciate it if Substitutes would make themselves available from 7:00 a.m. – 2:35 p.m. so they could potentially pick up more instructional periods and get paid more by doing this.

4. General Information:

- A. Lunch is served daily in the faculty cafeteria.
- B. Coffee is available in the teachers' lounge. Feel free to use these facilities before or after school and/or during any time off during the day.
- C. Obtain a parking sticker/permit from the school where you will substitute. The district issued **photo ID must be worn at all times** within the buildings.
- D. A Substitute Work Record form is attached for you to use as a personal work record. It is the substitute's responsibility to keep track of days worked not to exceed retirement system limits.
- E. Substitutes must dress clean, appropriate and professional at all times which sets a good example. Business casual attire is acceptable. You may dress accordingly if substituting for a P.E. teacher or if you are participating on a field trip. No torn jeans, short skirts, or "message" T-shirts allowed.

5. Leaving the Building:

- A. Write a summary for the regular teacher explaining what was accomplished for each period. Your comments are welcome both positive and negative. Be specific in your comments.
- B. Return the teacher's books, materials, keys, etc., to the Department Chair at the end of the teaching day or the end of the teaching assignment.

General Payroll Procedures and Salary Schedule

1. Certified and Non-Certified Substitution:

- A. Substitutes are assigned to substitute for certified (teachers) or non-certified employees (such as, but not limited to: Special Education Aides, Study Hall Supervisors). The pay rate is the same for both according to the substitute salary schedule. See page 8 for the salary schedule.

We would appreciate substitutes to sub for 7 class periods when needed. Substitutes may be called to work less than 7 class periods for an employee. In such cases, the sub will be paid according to the "per period" rate and the number of periods subbed. The minimum assignment for a substitute is 3 class periods.

- B. Substitutes will only be paid for the class periods that they teach.
- C. **Long-Term:** Long-term substitution is granted in cases where a substitute works for twenty (20) consecutive days for the same certified employee on the salary schedule. Long-term substitutes MUST be endorsed in the subject area they are covering. Long-term substitution is not available for non-certified substitution. The long-term substitute rate of pay will be paid after 20 consecutive days and will be paid retroactively to the first day of the assignment. Long term sub assignments may not exceed 90 days for any one licensed teacher under contract with the district.
- D. School Nurse: A licensed registered nurse is required to be a substitute for the school nurse and must be willing to do all RN duties asked of them.
- E. Glenbard Township High School District 87 Certified Retiree: As a school district that strives for excellence, we encourage our valued teachers to substitute after retirement. These substitutes therefore, receive a special compensation (see "Glenbard Certified Retiree" on the salary schedule). When assigned as a long-term substitute, Glenbard Retirees are paid at the long-term rate from day one.
- F. To remain active on the sub list you must sub at least **20 times** during the school year.

2. Payroll Procedures:

- A. Substitutes are paid on the 5th and 20th of the month. The first check of the school year will be paid September 5th. Applicable deductions will be made from each check.
- B. Checks are mailed to the home address of the substitute teacher unless the substitute elects direct deposit.
- C. Each substitute teacher may receive a Glenbard Township High School District 87 faculty pass for athletic contests at any of the school buildings upon request.

Salary Schedule

| Employee Type | Daily Rate |
|---|--|
| Certified and Non-Certified – Years 1-5 | \$161 per day if 7 periods are subbed or \$23 per class period. |
| Certified and Non-Certified – Years 6+ | \$175 per day if 7 periods are subbed or \$25 per class period. |
| School Nurse Years – 1-5 | \$161 per day if 7 periods are subbed or \$23 per class period. |
| School Nurse – Years 6+ | \$175 per day if 7 periods are subbed or \$25 per class period. |
| Glenbard Retirees | \$175 per day if 7 periods are subbed or \$25 per class period. |
| Certified Long-Term (20 consecutive days) | \$250 per day or \$50 per instructional class period. (5 period day) |

JOBULATOR Access-On-The-Go

Jobulator is the official Frontline Absence Management (formerly known as AESOP) companion mobile app that allows you to receive instant job notifications on your iPad or iPhone/Android while you are away from your computer. You can view, accept or reject substitute teaching assignments through the app. For more information or to establish an account go to: Jobulator.com.

District 87 appreciates and values our Substitute Teachers, we will reimburse our substitutes for their Jobulator **annual** fee at an amount not to exceed \$49.99. To be eligible, the individual must substitute for 20 days during the current school year. It is the Substitute Teacher's responsibility to keep track of their number of days worked. **Submission for reimbursement is accepted only AFTER substituting the 20 days and if submitted by the May 1st deadline.** Requests should be made through your Skyward Employee Access readily available through the Glenbard Tech Services webpage. The Jobulator receipt is a required attachment. Questions or concerns, contact Viraj Dhebar.

NOTICE: LETTER of REASONABLE ASSURANCE

Each spring substitute teachers will be emailed through Absence Management a letter of reasonable assurance of continued employment for the next school year. A portion of the letter needs to be completed and returned within 7-10 business days of receipt. Failure to sign and return this document will be viewed as a request for deactivation as a Substitute Teacher and your employment will be termed.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
JOB DESCRIPTION

POSITION: Substitute Teacher

QUALIFICATIONS: Current Illinois Teacher or Substitute Teacher License required; must be registered in DuPage County.
Ability to read and write English (the standard is a local newspaper) and fluency in the English language in order to communicate verbally and in writing.

REPORTS TO: Assistant Principal for Instruction and/or
Assistant Principal for Operations

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (not all inclusive):

- ✓ Follow building and classroom management rules.
- ✓ Do not physically discipline any student (if discipline is needed, call/send for the Department Chair, Dean of Students, or other appropriate school administrator).
- ✓ Report to the Building Substitute Coordinator of the assigned building at 7:00 AM.
- ✓ Review substitute teacher files prior to students arriving in the classroom and follow/monitor lesson plans per teacher directions.
- ✓ Follow teacher's directions that are in substitute file, including review of the District Emergency Plan procedures, fire drills, and tornado evacuation routes.
- ✓ Complete required attendance reporting.
- ✓ Maintain a positive classroom atmosphere.
- ✓ Maintain the highest level of ethical and professional conduct with students, staff, and parents in accordance with Board policy.
- ✓ Report any student discipline problems to the administrator at the conclusion of the day or sooner, depending on the situation.
- ✓ Leave detailed written notes for the teacher about how the day proceeded:
Specific work that was accomplished, and
Details of any behavior issues that occurred.
- ✓ Report to the Building Substitute Coordinator for messages and to checkout at the end of the day.
- ✓ Other duties as assigned by building Administrator, or designee.

Glenbard Township High School District 87
Important Contact Information

Viraj Dhebar - HR Confidential Specialist/Substitutes & Summer School
DID (630) 942-7695 viraj_dhebar@glenbard.org

Frontline Absence Management Automated Sub Calling System (formerly AESOP)

login.frontlineeducation.com

1-800-942-3767

www.aesoponline.com

Building Administrators and Building Sub Coordinators

| <u>School</u> | <u>Administrator</u> | <u>Sub Coordinator</u> | <u>Phone Number</u> |
|----------------|------------------------|------------------------|---------------------|
| Glenbard East | Mitch Berenson, APO | Deborah Krone | (630) 627-9250 |
| Glenbard West | Athanasia Scumaci, APO | Molly Dawson | (630) 469-8600 |
| Glenbard North | John Healy, API | Freya Standridge | (630) 653-7000 |
| Glenbard South | Sean Byrne, API | Lauretta Darter | (630) 469-6500 |

District Personnel/HR Office (Main #630-469-9100)

Josh Chambers – Assistant Superintendent for Human Resources

Building Locations and Daily Time Schedule

Glenbard East High School

1014 South Main Street
Lombard, IL 60148
(630) 627-9250

Starting Time: 7:30 AM
Ending Time: 2:30 PM

Glenbard West High School

670 Crescent Boulevard
Glen Ellyn, IL 60137
(630) 469-8600

Starting Time: 7:35 AM
Ending Time: 2:35 PM

Glenbard North High School

990 Kuhn Road
Carol Stream, IL 60188
(630) 653-7000

Starting Time: 7:30 AM
Ending Time: 2:30 PM

Glenbard South High School

23W200 Butterfield Road
Glen Ellyn, IL 60137
(630) 469-6500

Starting Time: 7:35 AM
Ending Time: 2:35 PM

***Substitute's Start Time at All Schools is: 7:00 a.m.**

***Substitute's Leave Time at All Schools is: 2:35 p.m., except PLC Mondays**

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

SUBSTITUTE TEACHER REPORT SHEET FOR TEACHER

NAME OF TEACHER:

DATE:

NAME OF SUBSTITUTE:

PERIOD:

In the space below, please report the following: students absent, how far you got in the teacher's plans, what the students accomplished in class, which students were especially helpful to you problems, if any. Use the other side if needed. Leave the completed sheet in the Teacher's Plan folder or with the Department Chairman before leaving.

[illegible]

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

INFORMATION SHEET FOR SUBSTITUTE

Date:

Regular Teacher's Name:

Subject Field:

Reason for Absence:

Substitute Teacher's Name:

Dates Substituted:

CLASS SCHEDULE

| Period | Subject | Room | Comments on Assignments |
|---------------|----------------|-------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

LOCATION OF:

Keys_____ Attendance Cards

Seating Chart_____ Lesson Plans

Convo Seating Chart

INSTRUCTIONS TO SUBSTITUTE TEACHER

Things to do when you arrive:

- ✓ Check with Building Sub-Coordinator
- ✓ Check with Department Chairman
- ✓ Check Teacher's Mailbox only if you are a Long Term Substitute

Things to do before you leave:

- ✓ Return all materials, seating charts, lesson plans, etc., to where you found them.
- ✓ Write detailed notes on a sheet of paper that will help the regular teacher when they return and place it in their mailbox or with his/her plans.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
EVALUATION OF SUBSTITUTE TEACHER

Please complete this form and return it to your department chair, who will forward a copy to the building administrator in charge of substitute teachers and to the District Personnel Office.

This evaluation form is to be used at the teacher's or department chair's discretion. Significant problems that arise during the day should be addressed with the substitute immediately by the Department Chair or API.

NAME OF SUBSTITUTE _____ DATE _____

TEACHER SUBSTITUTED FOR _____ BUILDING _____

PERSON(S) COMPLETING THIS EVALUATION _____

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Did your substitute follow your lesson plans? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did your substitute communicate with you (verbally or in writing) concerning the progress of your class? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did your substitute evaluate written assignments (grade papers)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did your substitute instill good discipline? (As reported by your students and/or other staff members) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did your substitute seem to accomplish your goals and objectives? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did your substitute leave all necessary materials in good order? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Comments (Please provide as much detail as possible – use back of sheet if more room is needed): Note that the substitute is entitled to know reasons for their unsatisfactory performance. | | |
| <input type="checkbox"/> I have discussed this evaluation with the substitute. Date/Initials _____ | | |
| <input type="checkbox"/> Exclude substitute from teaching in my classroom. | | |
| <input type="checkbox"/> Exclude substitute from teaching in _____ department. (Requires DC signature) | | |
| <input type="checkbox"/> Exclude substitute from teaching at Glenbard _____. (Requires Building Admin. signature) | | |
| <input type="checkbox"/> Exclude substitute from teaching in District 87. (Requires Building & District Admin. signature) | | |

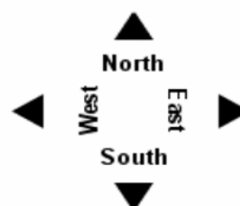
Teacher Signature _____ Date _____ DC Signature _____ Date _____

Building Administrator Signature _____ Date _____

District Administrator Signature _____ Date _____

Glenbard East Area Map

| | | | | |
|------------------|----------|-------|--------|-------------------|
| North Avenue | | | | |
| St. Charles Road | | | | |
| I-38 | | | Wilson | |
| | | | ★ | |
| I-56 | Route 53 | I-355 | Finley | Roosevelt Road |
| | | | | 22nd Street |
| | | | | Butterfield Road |
| I-88 | | | | East-West Tollway |
| | | | | |



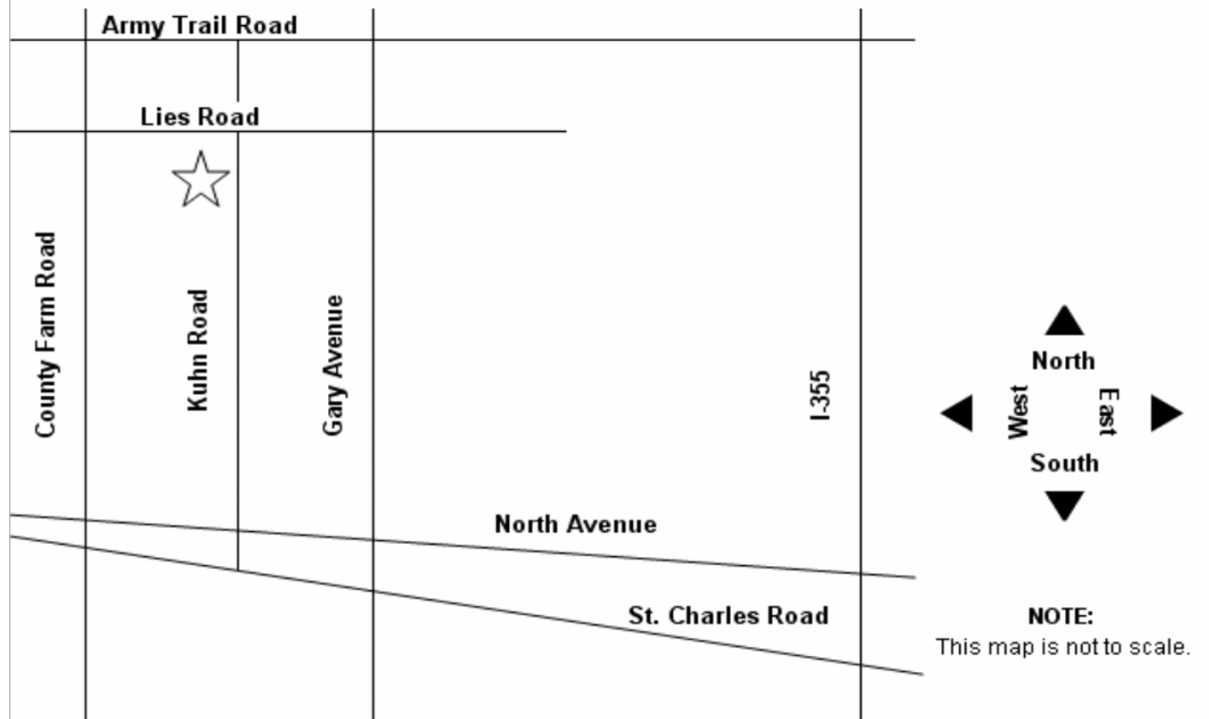
NOTE:

This map is not to scale.

Glenbard East High School
1014 South Main Street
Lombard, Illinois 60148
Phone: (630) 627-9250
Fax: (630) 627-9264

Visitor parking is located in the North lot off Wilson and the South lot off Main. Do not park in the lot near the tennis courts, which is designated for student parking only. If you park there, you will be ticketed or towed.

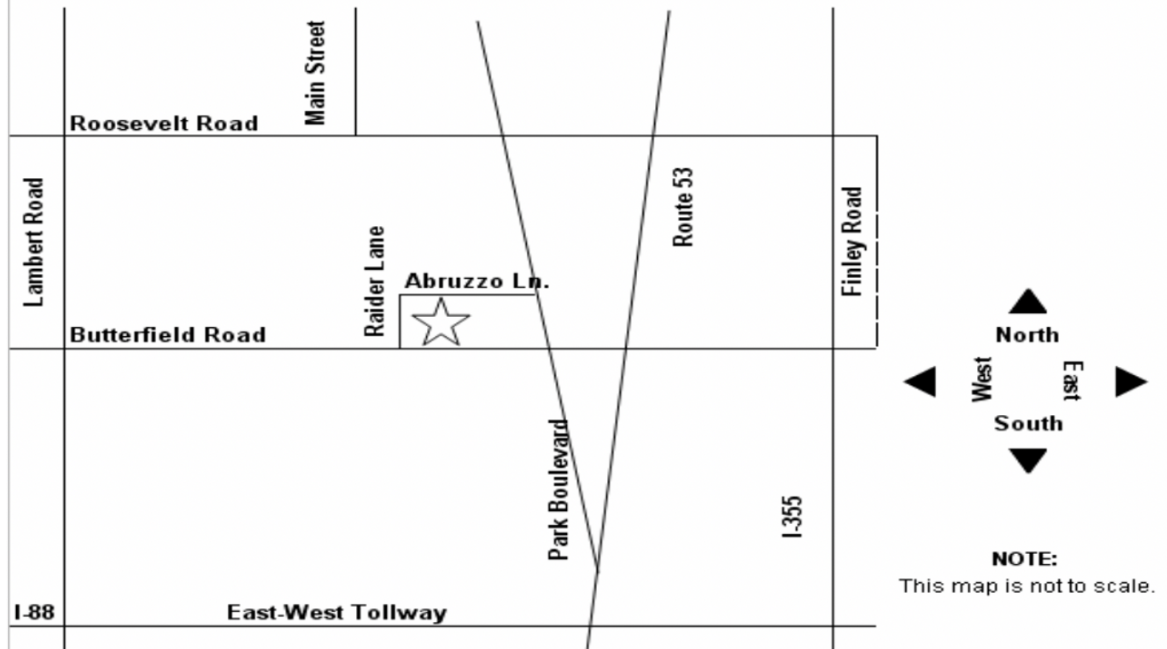
Glenbard North Area Map



Glenbard North High School
990 Kuhn Road
Carol Stream, Illinois 60188
Phone: (630) 653-7000
Fax: (630) 653-7259

Visitor parking is located in the lot off Lies Road.

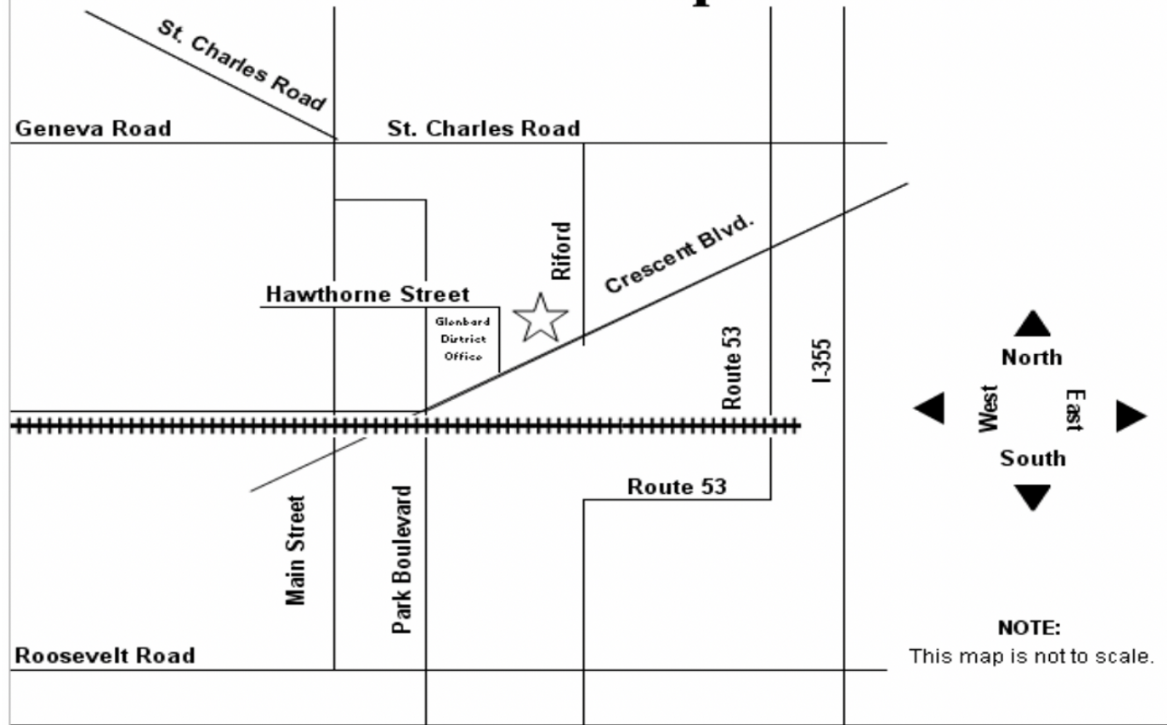
Glenbard South Area Map



Glenbard South High School
23 West 200 Butterfield Road
Glen Ellyn, Illinois 60137
Phone: (630) 469-6500
Fax: (630) 469-6572

Visitor parking is located on the north side of the building along Abruzzo Lane and the first two rows of parking on the west side of the building along the football field. Do not park in any spaces designated by yellow lines. If you park there, you will be ticketed or towed.

Glenbard West Area Map



Glenbard West High School
670 Crescent Boulevard
Glen Ellyn, Illinois 60137
Phone: (630) 469-8600
Fax: (630) 469-8615

Visitor parking is located on Ellyn Road. Do not park in the small lot by Biester Auditorium or the back row of the main lot. If you park there, you will be ticketed or towed. Crescent Boulevard in front of the school is one hour parking unless you have a special permit.