

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

SUBSTITUTE MANUAL



2023-2024

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 Substitutes

Glenbard Township High School District 87 welcomes you. Your role as a substitute 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 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 at 630-469-9100 x 5166 or viraj_dhebar@glenbard.org.

Sincerely,

Josh Chambers
Assistant Superintendent for Human Resources

Substituting 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 Substitutes 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:** Substitutes must hold an Illinois Teacher's License (PEL) or Substitute License (SUB) registered in DuPage County (Region 19), Illinois. 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 Illinois School Code and TRS requirements as to how it may affect them.** Changes in the Illinois school code 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 teach 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 an (PEL) professional educator license or (SUB) Substitute license at:
The DuPage County Regional Office of Education
421 North County Farm Road
Wheaton, IL 60187
(630) 407-5800

Information for retirement services is available by contacting TRS or IMRF Membership directly. (members@trsil.org or 877-927-5877) or (<https://www.imrf.org/> or 800-275-4673)

2. **Hiring Process:** When a substitute teacher position is 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.
3. **Involuntary removal from the Substitute 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, Substitutes 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 Red Rover system. The 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 either by phone or email. Glenbard Township High School District 87 would appreciate it if substitutes make themselves available from 7:00 a.m. – 2:35 p.m., but it is not mandatory.
- B. A Substitute may search for available assignments 24 hours a day, 7 days a week on the Internet at Red Rover, <https://www.redroverk12.com/>
- C. Glenbard expects 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 system to see if there are notes or sub plans provided.
- F. In order to eliminate unnecessary notifications by Red Rover, substitutes are requested to enter all of their non-workdays for the entire school year. This avoids any unnecessary communications and accidental accepting of assignments.
- G. Substitutes should **NOT** cancel an assignment they have secured unless it is an absolute emergency. This causes hardship for the building sub-coordinator and the school. Should an emergency arise, please email Viraj Dhebar, HR Confidential Specialist Substitute & Summer School at viraj_dhebar@glenbard.org.

2. Arrival at School:

- A. The first time you substitute in each school, please arrive earlier to meet with the Building Sub Coordinator, receive a parking permit, and a substitute teacher's folder. The folder will have everything you will need to substitute in that particular school. Always wear your Glenbard issued ID when on school property on working days.
- B. When the students arrive, introduce yourself to them.

3. Duties and Responsibilities:

- A. Substitutes are subject to the same rules as regular teachers or aides. They are expected to fulfill all duties of the regular teacher or aide as far as practicable, including their supervisory assignment.
- B. Each building has its own special fire and emergency disaster drill. The substitute folder will have 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 Administrator 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 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 Office.
- F. Follow and carry out the teacher's plans, leaving detailed notes for the teacher.

4. General Information:

- A. Lunch is served daily in the faculty cafeteria.
- B. Coffee is available in the faculty 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** on district property.
- 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.

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. Please remember to return the classroom or department books, materials, keys, etc., to the DC at the end of the teaching day or the end of the teaching assignment.

General Payroll Procedures and Salary Schedule

1. Substitution for Licensed and ESP:

A. Substitutes are assigned to substitute for licensed teachers or aides. The pay rate is the same for both according to the salary schedule. See page 8 for the substitute salary schedule.

- Glenbard would appreciate substitutes to sub for 7 class periods.
- 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.

B. Long-Term Substitute Teacher: 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 working 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.

C. School Nurse: A licensed RN is required to be a substitute for the school nurse.

D. 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. Checks are mailed to the home address unless the substitute elects direct deposit.

B. To verify information check information, Substitutes can go to: [Skyward](#)

Log in information can be found in the Substitute Folder.

<https://docs.glenbard.org/index.php/technology/skyward/employee-access/viewing-substitute-assignments-related-to-a-paycheck/>

3. Salary Schedule:

Employee Type	Daily Rate
Licensed and Non-licensed	\$175 per day if 7 periods are subbed or \$25 per class period.
School RN	\$175 per day if 7 periods are subbed or \$25 per class period.
Licensed Long-Term (20 consecutive days)	\$250 per day or \$50 per instructional class period. (5 period day)

4. Reasonable Assurance: *(sent in Spring)*

Each spring the substitutes will be sent 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 and your employment will be termed.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
JOB DESCRIPTION

POSITION: Substitute Teacher

QUALIFICATIONS: PEL (Professional Educator License) or SUB(Substitute License) required; must be registered in DuPage County (region 19).

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 and respectful 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
JOB DESCRIPTION

POSITION: Substitute Aide

QUALIFICATIONS: PEL (Professional Educator License) or SUB(Substitute License) required; must be registered in DuPage County (region 19).

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 of the District Emergency Plan procedures, fire drills, and tornado evacuation routes.
- ✓ Maintain a positive and respectful 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.
- ✓ 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**

District Human Resources 630-469-9100

Josh Chambers – Assistant Superintendent for Human Resources

Viraj Dhebar - HR Confidential Specialist/Substitutes & Summer School

Red Rover

<https://www.redroverk12.com/contact> or

(717) 897- 6837 support@redrover12.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	Michele Hawbaker, API	Freya Standridge	(630) 653-7000
Glenbard South	Sean Byrne, API	Lauretta Darter	(630) 469-6500

Building Locations and Daily Time Schedule

Glenbard East High School

1014 South Main Street
Lombard, IL 60148
627-9250

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

Glenbard West High School

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

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

Glenbard North High School

990 Kuhn Road
Carol Stream, IL 60188
653-7000

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

Glenbard South High School

23W200 Butterfield Road
Glen Ellyn, IL 60137 (630)
(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 Monday**

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 Human Resources Department.

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/APO.

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 TOWNSHIP HIGH SCHOOL DISTRICT #87
SUBSTITUTE
WORK RECORD**

Name:

Page

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Date									
School									
Teacher									
	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
Date									
School									
Teacher									
	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27
Date									
School									
Teacher									
	Day 28	Day 29	Day 30	Day 31	Day 32	Day 33	Day 34	Day 35	Day 36
Date									
School									
Teacher									
	Day 37	Day 38	Day 39	Day 40	Day 41	Day 42	Day 43	Day 44	Day 45
Date									
School									
Teacher									
	Day 46	Day 47	Day 48	Day 49	Day 50	Day 51	Day 52	Day 53	Day 54
Date									
School									
Teacher									
	Day 55	Day 56	Day 57	Day 58	Day 59	Day 60	Day 61	Day 62	Day 63
Date									
School									
Teacher									

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
SUBSTITUTE
WORK RECORD**

Name:

Page

	Day 64	Day 65	Day 66	Day 67	Day 68	Day 69	Day 70	Day 71	Day 72
Date									
School									
Teacher									
	Day 73	Day 74	Day 75	Day 76	Day 77	Day 78	Day 79	Day 80	Day 81
Date									
School									
Teacher									
	Day 82	Day 83	Day 84	Day 85	Day 86	Day 87	Day 88	Day 89	Day 90
Date									
School									
Teacher									
	Day 91	Day 92	Day 93	Day 94	Day 95	Day 96	Day 97	Day 98	Day 99
Date									
School									
Teacher									
	Day 100	Day 101	Day 102	Day 103	Day 104	Day 105	Day 106	Day 107	Day 108
Date									
School									
Teacher									
	Day 109	Day 110	Day 111	Day 112	Day 113	Day 113	Day 114	Day 115	Day 116
Date									
School									
Teacher									
	Day 117	Day 118	Day 119						
Date									
School									
Teacher									

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
SUBSTITUTE
WORK RECORD**

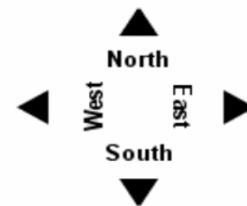
Name:

Page

	Day 64	Day 65	Day 66	Day 67	Day 68	Day 69	Day 70	Day 71	Day 72
Date									
School									
Teacher									
	Day 73	Day 74	Day 75	Day 76	Day 77	Day 78	Day 79	Day 80	Day 81
Date									
School									
Teacher									
	Day 82	Day 83	Day 84	Day 85	Day 86	Day 87	Day 88	Day 89	Day 90
Date									
School									
Teacher									
	Day 91	Day 92	Day 93	Day 94	Day 95	Day 96	Day 97	Day 98	Day 99
Date									
School									
Teacher									
	Day 100	Day 101	Day 102	Day 103	Day 104	Day 105	Day 106	Day 107	Day 108
Date									
School									
Teacher									
	Day 109	Day 110	Day 111	Day 112	Day 113	Day 113	Day 114	Day 115	Day 116
Date									
School									
Teacher									
	Day 117	Day 118	Day 119						
Date									
School									
Teacher									

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



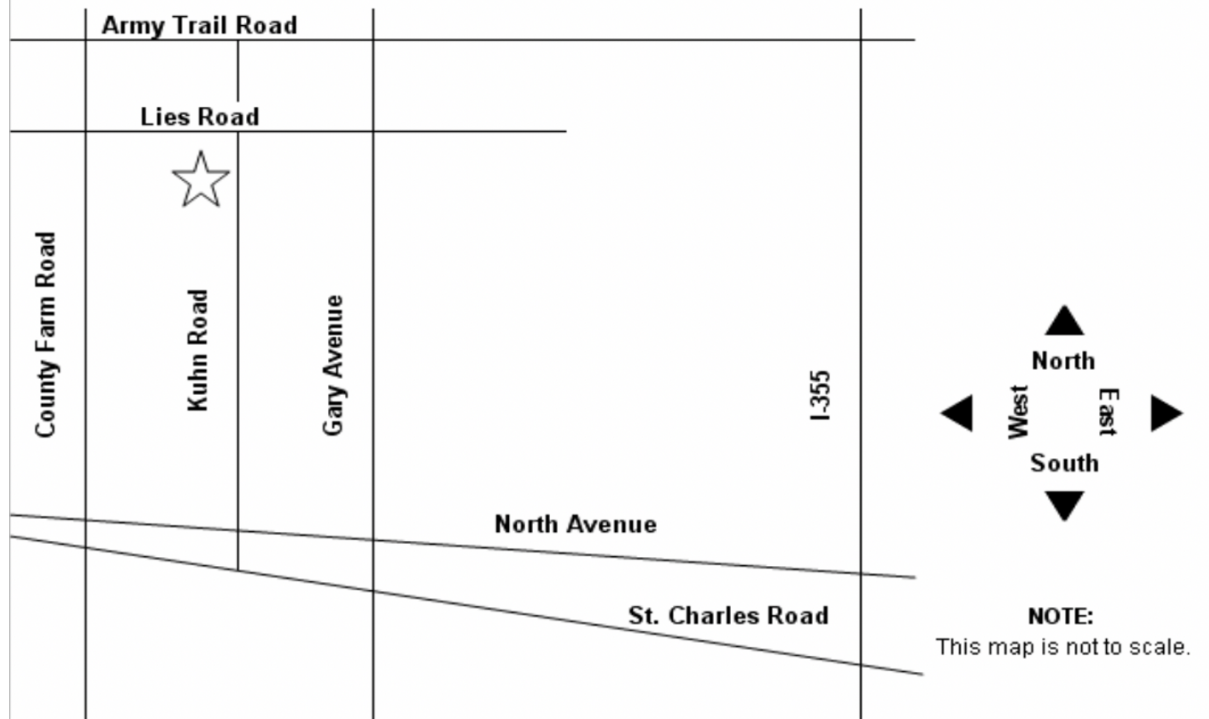
NOTE:

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.

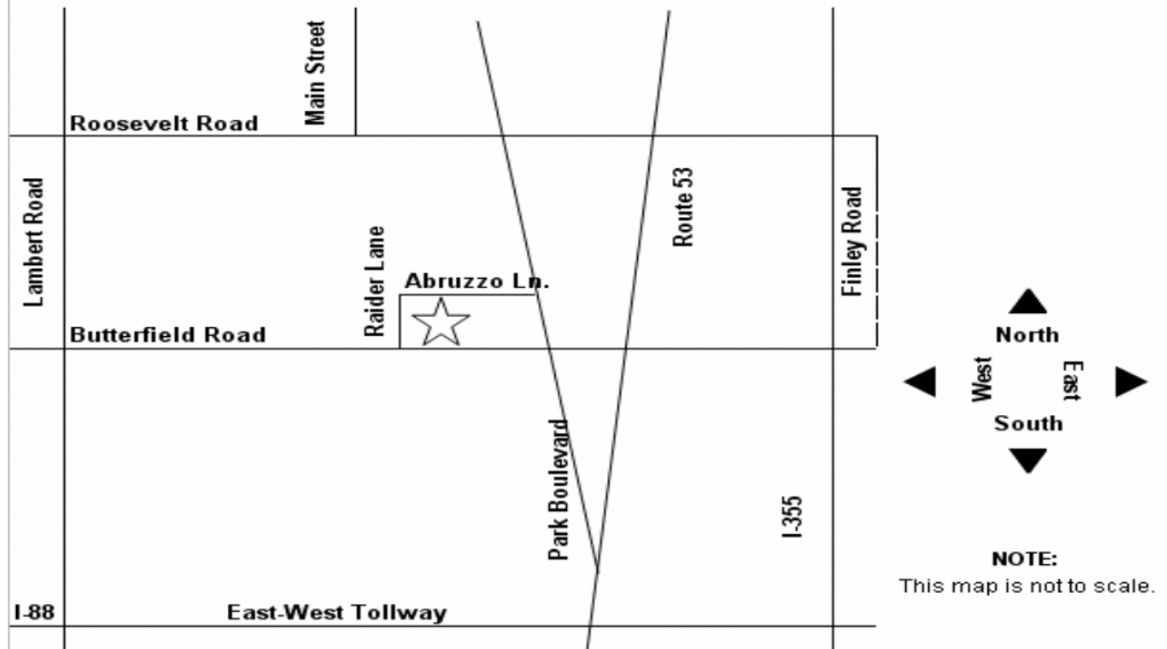
Glenbard North Area Map



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.

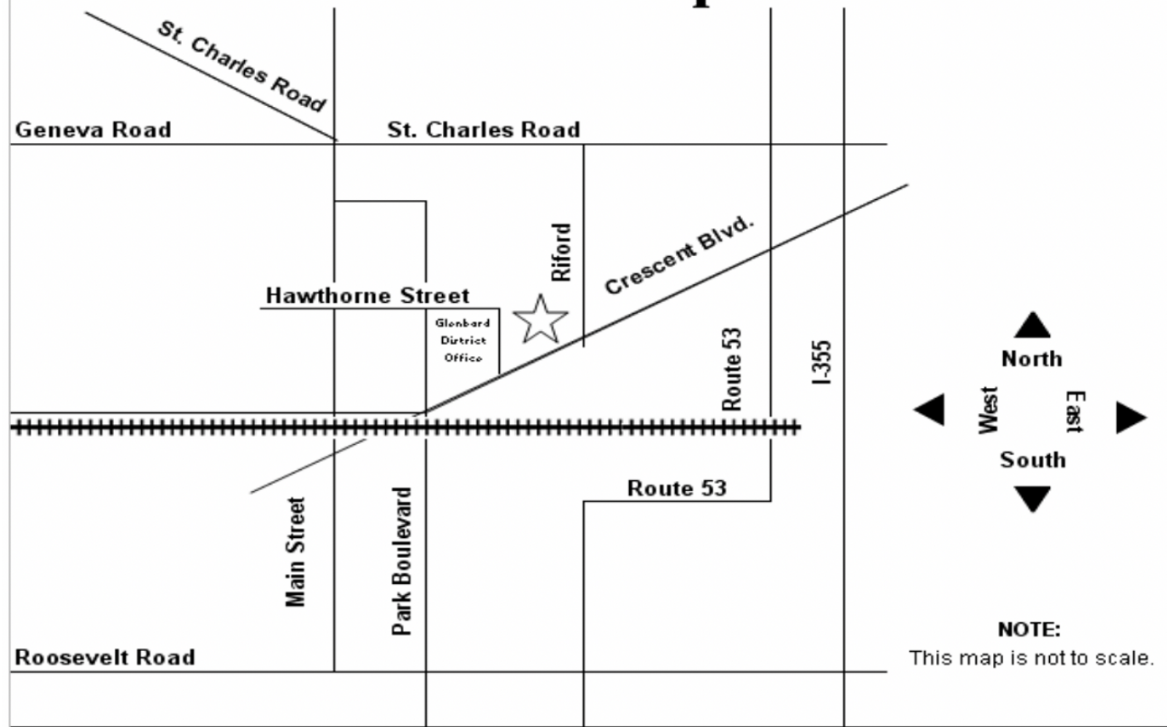
Glenbard South Area Map



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.