

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

SUBSTITUTE MANUAL



2026-2027

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, Saleha Haque at 630-469-9100 x 5166 or saleha_haque@glenbard.org.

Sincerely,

Josh Chambers
Senior Director of 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 the 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@trsill.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. Requests to substitute may also be made by our HR Confidential Specialist for Substitutes and Summer School, Saleha Haque either by phone or email. Glenbard Township High School District 87 would appreciate it if substitutes make themselves available from 7:45 a.m. – 3:15 p.m.
- B. A Substitute may search for available assignments 24 hours a day, 7 days a week using the website at [Red Rover](#) or by downloading and using the Red Rover app.
- 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 Saleha Haque, HR Confidential Specialist Substitute & Summer School at saleha_haque@glenbard.org and the building sub coordinator at the building you are substitute teaching at.

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. **You may not begin subbing if you have not been issued a D87 Substitute photo ID.**
- 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. 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.* 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](#)

Please use the link below for information on how to view paychecks, hours worked, etc.

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

C. How to login to Skyward:

Skyward is Glenbard's human resources system. Through Skyward employees can view their check stubs, submit electronic payment vouchers, and download their W2s.

To access Skyward, you will first need to create a password for your account:

1. Go to: <https://skyward.glenbard.org>
2. Underneath the green Sign In button, click the link titled **Forgot your Username or Password?**
3. In the **Username or Email Address** field enter the email address that was supplied to HR during your application process.
4. Click **Submit**
5. You will receive an email that provides you with your username and a link to set a password.

Follow the link below to reset the password on your User account.

Username: [REDACTED]
Link: <https://q.glenbard.org/BusinessSTS/PasswordReset/ResetPassword?> [REDACTED]
The link will expire 24 hours after this email message was sent.

If your email program is unable to use the link above or you get an error when attempting to reset your password, copy the entire link, paste it into your web browser's address bar, and press enter.

Once your password has been set, use your new password along with the username from the email to login at: <https://skyward.glenbard.org>

3. Compensation: Rates are not hourly as periods are more or less than an hour. Rates are meant to reflect total time on campus which should include arrival at least 15 minutes prior to your 1st class and 15 minutes after your last class. Lunch is unpaid.

Position Type	Daily Rate
Licensed (TRS positions) 119 day limit	\$135 (5 periods) \$189 (7 periods) (MTF) \$27 per class period (MTF) \$108 (2 Periods), \$162 (3 Periods), \$216 (4 Periods) (WTh) \$54 per period (WTh) Up to 4 Periods

Position Type	Daily Rate
Non- Licensed (IMRF positions)	\$140 (7 periods) (MTF) \$20 per class period (MTF) \$160 (4 periods) (WTh)

Limit of no more than 4 days in a row at any location, no limit on total days unless an IMRF retiree	\$40 per class period (WTh)
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Position Type	Daily Rate
Long Term (TRS position) 119 day limit	\$300 per 7.25 hr day includes grading and Plan/Prep/GH/Collab No differential for Block/Non Block Additional Subbing during the day \$27 (\$54 for Block) per class period

4. Reasonable Assurance:

Substitute Teachers will be sent a letter of reasonable assurance of continued employment for the next school year. This letter is sent during Spring via email or via postal mail. A portion of the letter/form needs to be signed and returned within the given due date on the letter. 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 7:30 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 7:30 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 - Senior Director of Human Resources

Saleha Haque - 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>	<u>Email Address</u>
Glenbard East	Mitch Berenson, APO	Deborah Krone	(630) 962-4906	Deborah_krone@glenbard.org
Glenbard West	Stacey Scumaci, APO	Molly Dawson	(630) 942-7468	Molly_dawson@glenbard.org
Glenbard North	Michele Hawbaker, API	Diane Sampson	(630) 962-4367	diane_sampson@glenbard.org
Glenbard South	Kim Jablonski, API	Lauretta Darter	(630) 942-6715	lauretta_darter@glenbard.org

Glenbard East High School
1014 South Main Street
Lombard, IL 60148
(630) 627-9250

Glenbard West High School
670 Crescent Boulevard
Glen Ellyn, IL 60137
(630) 469-8600

Glenbard North High School
990 Kuhn Road
Carol Stream, IL 60188
(630) 653-7000

Glenbard South High School
23W200 Butterfield Road
Glen Ellyn, IL 60137
(630) 469-6500

***Substitute's Start Time at All Schools is: 7:40 a.m.**

***Substitute's Leave Time at All Schools is: 3:15 p.m.**

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?	☐	☐
2. Did your substitute communicate with you (verbally or in writing) concerning the progress of your class?	☐	☐
3. Did your substitute evaluate written assignments (grade papers)?	☐	☐
4. Did your substitute instill good discipline? (As reported by your students and/or other staff members)	☐	☐
5. Did your substitute seem to accomplish your goals and objectives?	☐	☐
6. Did your substitute leave all necessary materials in good order?	☐	☐
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.		
☐ I have discussed this evaluation with the substitute. Date/Initials _____		
☐ Exclude substitute from teaching in my classroom.		
☐ Exclude substitute from teaching in _____ department. (Requires DC signature)		
☐ Exclude substitute from teaching at Glenbard _____. (Requires Building Admin. signature)		
☐ Exclude substitute from teaching in District 87. (Requires Building & District Admin. signature)		

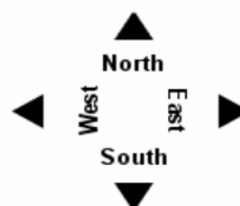
Teacher Signature _____ Date _____ DC Signature _____ Date _____

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.

(630) 653-7000

NURSE



Lower Level

First Floor Plan



Glenbard North High School

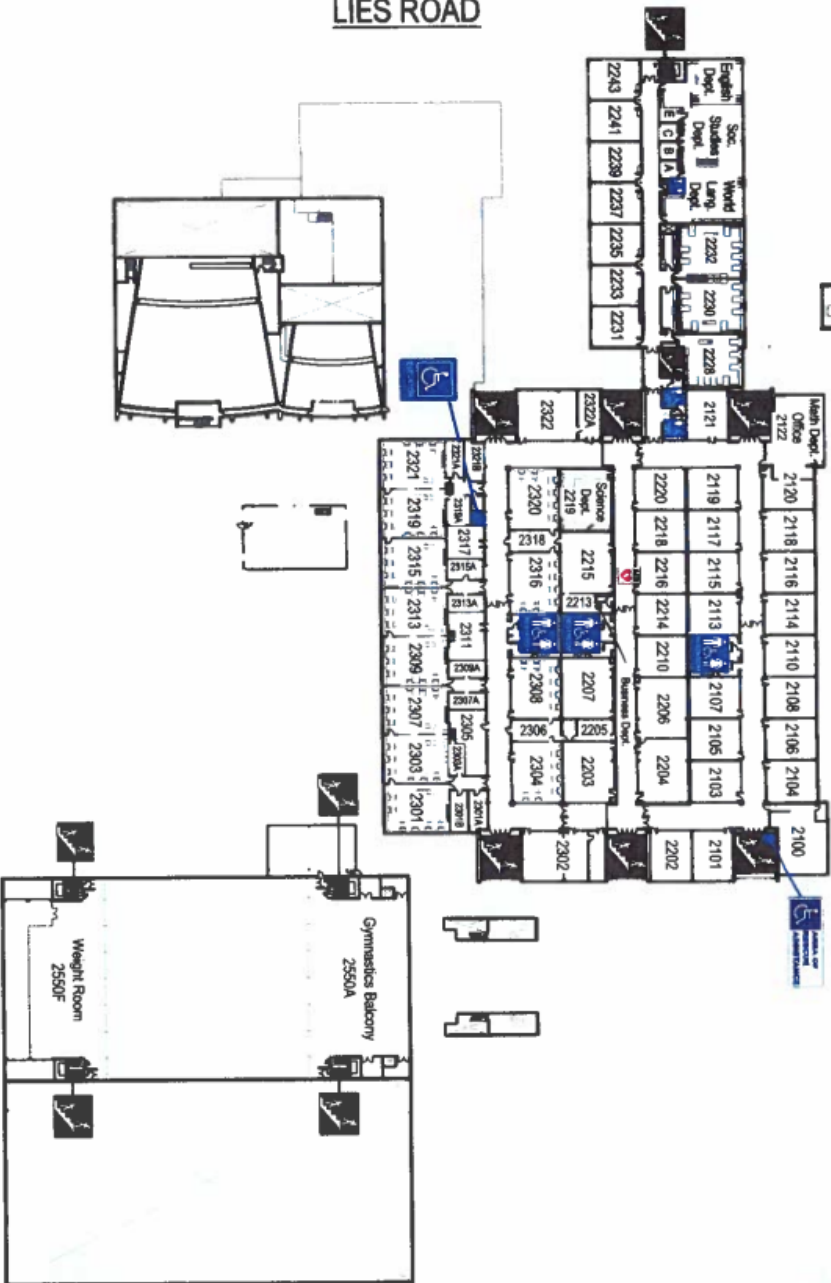
990 Kuhn Road

Carol Stream, IL 60188

(630) 653-7000

KUHN ROAD

LIES ROAD



Legend



ACCESSIBLE
ENTRANCE



AREA OF RESCUE



STAIR



RESTROOM



SHELTER



DEFIBRILLATOR



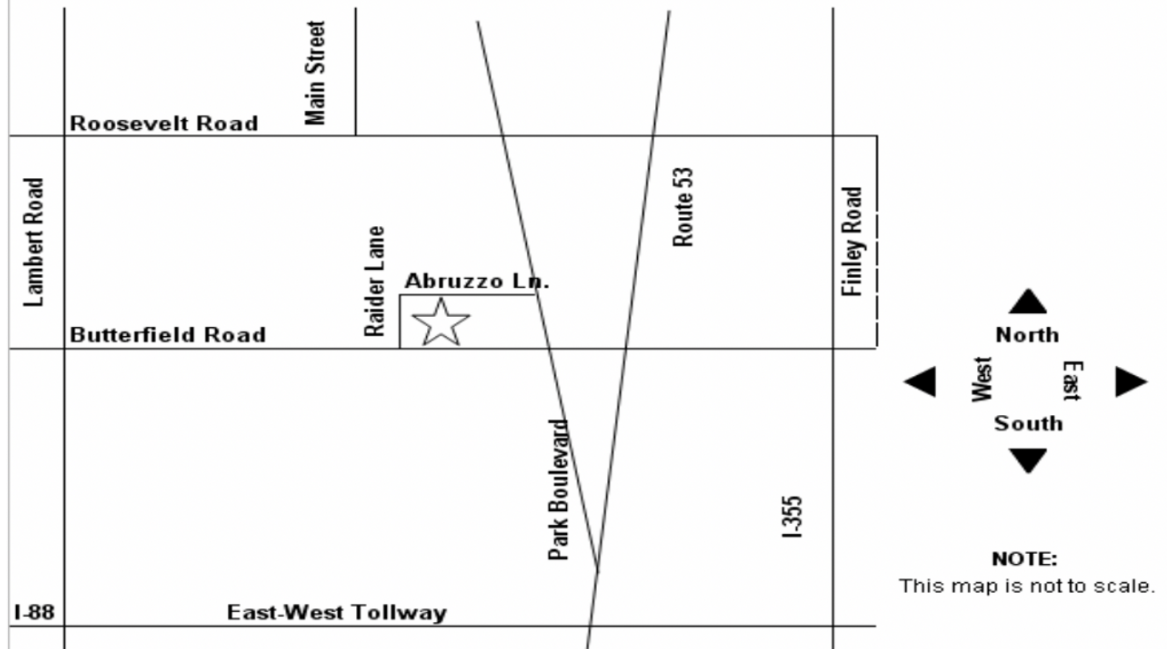
NURSE

Second Floor Plan



Visitor parking is located in the lot off Lies Road.

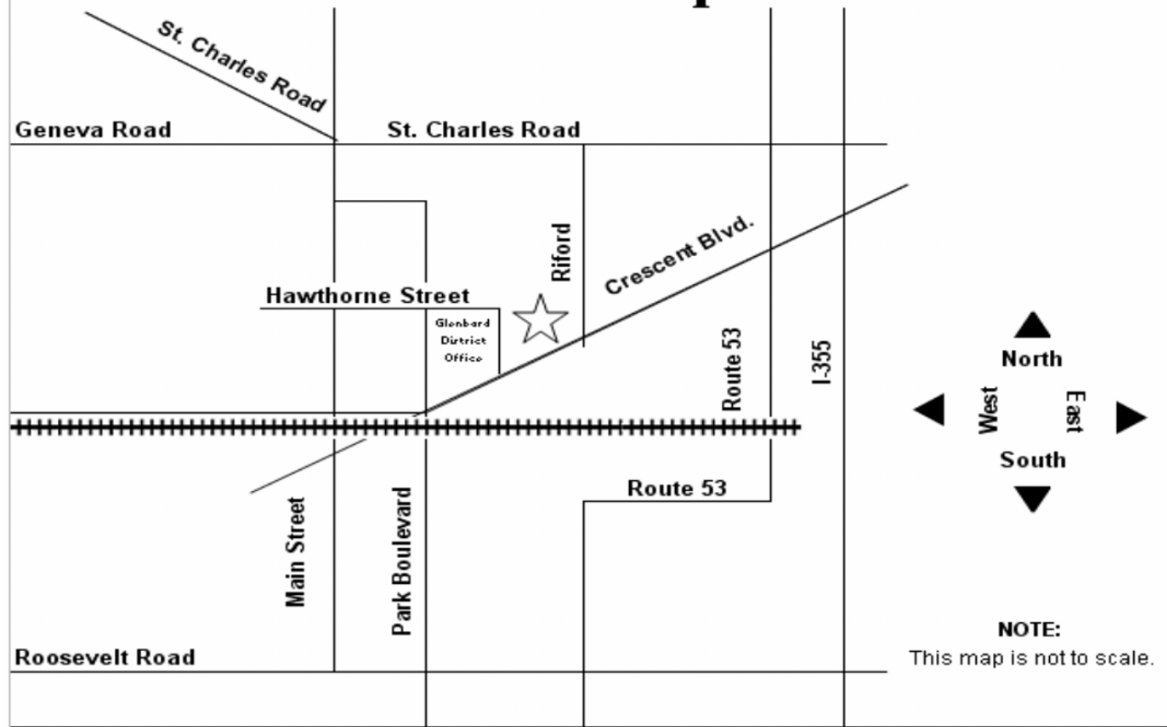
Glenbard South Area Map



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.