

Professional Personnel

Substitute Teachers

The Executive Director may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold the appropriate ISBE licensure for substitute teaching and may teach in the place of a licensed teacher who is under contract with the Board.

There is no limit on the number of days that a substitute teacher may teach in SASED during the school year, however a substitute teacher may teach for any one licensed teacher under contract with SASED only for a period not to exceed 90 school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Control establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for the time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if SASED has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9; 24-5.
23 Ill.Admin.Code §1.790.

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: February 23, 2011

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