

Certified Teacher Substitute Information

Current daily pay rate for substitute teachers is \$100 plus approximately \$9 paid for TRS benefits

The requirements to become a Certified Teacher Substitute are as follows:

1. Hold a valid Teaching Certificate in the state of Illinois which is registered in Grundy County.

If you hold a valid Teaching Certificate that is already registered in Grundy County, you will just need to come to the District Office at 550 S. Carbon Hill Road, Coal City, to complete paperwork. We will be able to verify from the ISBE website that your teaching certificate is valid and registered in Grundy County. Please be sure that you have with you at this time two forms of Identification for the I-9 form, (ie. driver's license and social security card (a valid passport or copy of original birth certificate can be used in lieu of a social security card). We will require you to complete a physical examination, fingerprint and provide you with instructions on completing the required online mandated reporter training. Banking information will also be required for direct deposit of payroll.

OR

2. Hold a Bachelor's Degree or higher from an accredited institution of higher education.

If you do not hold a valid Teaching Certificate but hold a Bachelor's of Education or higher, you will need to bring a copy of your official, unopened transcripts to the Regional Office of Education located at 1320 Union Street, Morris, IL. They will require you to complete a physical examination, fingerprint and provide you with instructions on completing the required online mandated reporter training. Once these have all been completed the ROE will issue you a Substitute Teaching Authorization Packet, which you will bring to our District Office at 550 S. Carbon Hill Road, Coal City along with your two forms of identification and banking account information.

Short Term (Temporary) Substitute Teaching License Information

In order to combat the shortage of Certified Teacher Substitutes, the Illinois State Board of Education now allows those who meet the following requirements to obtain a Short Term (Temporary) Substitute Teaching License.

- 1. Must hold an Associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework.**
- 2. Must complete an approved Short-term Substitute Teaching Training Session.**

In order to obtain this License here in Grundy County you will need to bring your official unopened transcripts to the Regional Office of Education located at 1320 Union Street, Morris. The Regional Office will provide forms for a physical examination, perform a fingerprint criminal history check and give instructions on how to complete the Mandated Reporter Online Training. Once these have been completed the Regional Office of Education will issue you your Short Term Substitute License Packet, which you will need to take to each School District in Grundy Kendall County that you wish to substitute at along with proof that you have completed the training session.

The next training session will be held:

Date: Friday April 12th, 2019

Time: 8:30am - Noon
Place: Coal City Comm. Unit Dist. #1 - District Office
550 S. Carbon Hill Road
Coal City, IL 60416

There will be a \$25.00 cost for the training session. To obtain enrollment information as well as future training dates please contact the Professional Development Alliance at (815)744-8334. You can also visit www.pdaonline.org