Substitute Teacher Procedures

Requirements

It is the responsibility of the Director of Human Resources to review the materials and to determine eligibility and acceptance for substituting.

Please keep Julie Draher, the substitute teacher coordinator, apprised of any long-term unavailability, as well as any change in telephone number or employment status.

We must have the following on file for you:

1. Complete and submitted online application.

2. Evidence of your current Professional Educator License or Substitute License through the Educator Licensure Information System (ELIS) registered for the current year through the Tazewell County Regional Office of Education (2400 Main St. East Peoria).

3. Evidence of physical fitness and freedom from communicable disease obtained from a licensed Illinois physician.

4. If this is your first year to substitute, you must have on file a fingerprint based criminal background check from the Tazewell County Regional Office of Education.

5. All necessary signed forms from the NEW Substitute Teacher Application Packet found on our website.

Copies of all of the above must be on file in the Administration Office before you can begin subbing.

Pekin Public Schools District 108 is an equal opportunity employer.

Responsibilities

- Respond **affirmatively** to calls requesting substitute service unless you are hindered by an illness or an emergency.

- Dress **professionally**, setting a good example for the students.

- Arrive at the school according to appropriate **Report Times** listed in the Teacher Sub Packet.

- Report promptly to the office when you arrive at the school and **receive instructional materials from the secretary.** Familiarize yourself with routine procedures such as class schedules, lunch times, referring students to the office, etc. Inquire about any special events or assignments for that day.

- Substitutes should not be assigned any supervisory responsibilities before the student day begins. After the student day begins, subs are expected to perform routine, non-paid supervisory responsibilities that the teacher they are replacing would normally perform during the day. All District 108 teaching staff have a duty free lunch period.

- Notify the school administration immediately should an accident, illness or discipline problem occur.

- **Review and follow the lesson plans** furnished by the regular teacher.

- Secure materials and equipment necessary for lesson plans.

- Start class immediately with the assigned work.

- If lesson plans are not available or inadequate for length of substitution, contact the principal.

- Keep all students in your classroom under supervision at all times. **NEVER leave a class unattended.**

- Be sure to familiarize yourself with the district's emergency plan (evacuation, tornado, etc.)

- Confirm your attendance in the school office (sign-in sheet).

- Consider all records and information pertaining to students **confidential.**

- Leave the classroom in **good order** – close the windows, desks, doors, etc.

- Return substitute teacher folder to the office.

- Subs may leave at the end of the day when classroom responsibilities and check out procedures have been completed.

- **Maintain a professional attitude and ethical** standards when dealing with pupils, teachers, and parents. Make no adverse comments concerning the teacher, the student, the conditions of one school versus another school, or the administration. If you have criticism, inform the principal.

- "In accordance with Public Act 33-0346, Pekin Public School District 108's Board of Education adopted Policy #719 (Student Discipline). This policy eliminates the use of corporal punishment for all students." Discipline plans are posted in each classroom.

- District 108 makes the Internet available as a tool for life-long learning. The use of the District's Internet is a privilege, not a right. Any student/staff member who violates the District's Internet policies and procedures will lose privileges, suffer disciplinary actions, and/or be referred to the authorities for appropriate legal action.

- BOE Policy 830.01 responds to the mandates of the Pro-Children Act and establishes a smoke-free environment for all school sites and grounds.

- BOE Policy 500/5.50 refers to District 108's Drug- and Alcohol-Free workplace. As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug- and alcohol-free workplace.

Frontline Absence Management

District 108 uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Absence Management, formerly Aesop. The Absence Management service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet. You may also interact with Absence Management by the way of a toll-free, automated voice instruction menu. Absence Management will make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times: 5:30 AM to 12:00 PM in the morning and 4:00 PM to 9:30 PM in the evening.

Should you experience difficulty using the Absence Management system, please contact Julie Draher, Absence Management Administrator, at 309-477-4740 or by email at julie.draher@pekin108.org

Payroll Information

Substitutes are paid twice a month, on the 10th and the 25th.

The rate schedule is as follows:

ISBE Short Term Sub License	$125.00 per day
Substitute License or PEL	$145.00 per day
Retired Teacher with PEL	$165.00 per day

Long term assignment (10 days or more = $175/per day)

Teacher Substitute that fills a Paraprofessional vacancy = $16.50 per hour.

If you work in the morning in one building and the afternoon in a different building, you will be paid for one full day, not two half days.

There are mandatory deductions from your gross wages earned for Teacher's Retirement System and this is currently 9.0% for TRS and 1.12% for THIS. These deductions are applicable to all districts in Illinois. The deductions will be tax sheltered from Federal and State withholding. You must fill out forms from the Teacher's Retirement System. *Retired teachers are exempt from this item.*

DATES FOR 2026-2027

DATES	PAY DAY
AUG 16 - SEPT 1	SEPT 10
SEPT 2 - SEPT 15	SEPT 25
SEPT 16 - OCT 1	OCT 9
OCT 2 - OCT 15	OCT 23
OCT 16 – NOV 1	NOV 10
NOV 2 - NOV 15	NOV 24
NOV 16 - DEC 1	DEC 10
DEC 2 - DEC 9	DEC 18
DEC 10 - DEC 31	JAN 8
JAN 1 - JAN 13	JAN 25
JAN 14 - JAN 29	FEB 10
JAN 30 - FEB 15	FEB 25
FEB 16 - MAR 1	MAR 10
MAR 2 - MAR 15	MAR 25
MAR 16 - MAR 22	APR 9
MAR 23 - APR 13	APR 23
APR 14 - APR 28	MAY 10
APR 29 - MAY 13	MAY 25
MAY 14 - JUNE 1	JUN 10
JUNE 2 - JUN 15	JUN 25

School Directory

School	Principal	Secretary	Hours	Phone
Dirksen 501 Maywood	Melissa Beckham	Tonja Zapata	8:50-3:20	477-4711
Jefferson 900 S. Capital	Luke Arnsman	Amber Irby	8:50-3:20	477-4712
C.B. Smith 1314 Matilda	Annie Smith	Christy Brandau	8:50-3:20	477-4713
L.E. Starke 1610 Holiday	Jonathan Kingdon	Melissa Bonnette	8:50-3:20	477-4714
Scott Altman 1730 Highwood	Traci Craig	Michele Sea	8:50-3:20	477-4715
Willow 1110 Veerman	Amanda Rickenberg	Natalie Brotz	8:50-3:20	477-4716
Washington 501 Washington	Erin Johnson Josh Freehill, Asst.	Tricia Williamson Jody Zurhorst, Clerk	8:10-2:40	477-4721
Wilson 900 Koch	Josh Norman Angela Vanderbloom, Asst.	Jamie Antonio Cyndi Garmon, Clerk	8:10-2:40	477-4722
Broadmoor 501 Maywood	Steve Ross Bridgette Clements, Asst.	Megan Peplow Nicole Williams, Clerk	8:00-2:45	477-4731
Edison 1400 Earl	Bill Heisel Michael Underhill, Asst.	Brooke Bolen Stefani Angelo, Clerk	8:00-2:45	477-4732
Preschool Family Education Center 1000 Koch	Karla Kenny	Mollie Keyser	**AM** 8:40-11:10 **PM** 12:30-3:30	477-4730