



Community Unit School District 303

Substitute Handbook

Revised 10/15/2022

St. Charles Community Unit School District 303
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Saint Charles, Illinois 60174
www.d303.org
331-228-2000

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Disclaimer

This Substitute Handbook is for your use as a source of information about St. Charles Community Unit School District 303 (D303) and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. You are an at-will employee of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in this Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

Equal Employment Opportunity

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

How to Become a Substitute

1. Click [here](#) to Start, Continue or Modify an application for employment as a **Certified Substitute (with a teaching degree or substitute license)**.
2. Click [here](#) to Start, Continue, or Modify an Application for Employment as a **Non-Certified Substitute**.
3. Complete and submit the application then contact Rose Deloera at Rosa.Deloera@d303.org. If you are selected to serve as a substitute in District 303, the District Substitute Coordinator will send you information with links to the necessary forms. You will return completed paperwork to the District Substitute Coordinator and receive further information regarding subbing in D303.
4. Once all required paperwork and documentation has been submitted and reviewed with the District Substitute Coordinator, you will be entered into our automated substitute procurement system, AESOP. You can begin substituting for D303 upon receiving the welcome letter containing your D303 AESOP substitute ID and PIN.

Required Forms and Documents to Be a Substitute in District 303

In addition to the completed application, the following forms and documents **MUST** be on file in Human Resources for all substitutes, whether certified teacher or non-certified support staff (such as teacher assistant, secretary, and nurse).

- Employment Eligibility Verification (Form I-9)
- 2 Pieces of Identification, such as a Driver's License, Social Security Card or Passport
- Federal W-4 Tax Form
- State W-4 Tax Form
- Completion of Certificate of Physical Fitness and Immunity from Communicable Disease
- Two (2) letters of reference
- Acknowledgement of Mandated Reporter Status
- Notice of Enrollment in Illinois Public Retirement Systems
- Ethnicity Form
- Consent for Fingerprint-Based Background Check and results from Kane County ROE
- Substitute Code of Expectations
- Direct Deposit Form with copy of blank check or direct deposit form from bank

The following forms and documents **MUST** be on file in Human Resources to substitute in a certified teacher position:

- Copy of valid Illinois Teacher Certificate currently registered with the Kane County Regional Office of Education. We will look this up and print a copy for your HR file
- Statement Concerning Your Employment in a Job Not Covered By Social Security

Certification

Persons interested in employment as a Certified Substitute Teacher should first contact the Kane County Regional Office of Education (ROE) at 28 North First Street in Geneva (630-232-5955) for instructions regarding certification. Any applicant with a college degree may apply for a Substitute Teacher Certificate through the Kane County ROE. A substitute teacher with a Substitute Teacher Certificate may teach in place of a Certified Teacher for a period not to exceed 90 paid school days, for any one individual teacher, in any one school year. **We do not accept the STS - Short Term Substitute License for employment with our district.**

Contacting and Assigning Substitutes

Once you have all completed documentation on file with Human Resources, you will be given access to our automated substitute procurement system. D303 uses Frontline's Automated Educational Substitute Operator or formerly named AESOP, as it will be referred to from this point forward, to secure substitutes. It utilizes both the telephone and the Internet to fill vacancies.

Substitutes are given no guarantee of a minimum number of assignments. ***If you accept a full day assignment, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless special permission is given by the school office.***

- You may search for available jobs 24 hours a day, 7 days a week by visiting www.aesoponline.com on the Internet.
- D303 has selected the following hours for AESOP to call substitutes: 5:30 – 11:00 am and 5:30 – 10:00 pm daily. Calls during morning hours may be extended to fulfill assignments for late morning and afternoons for an employee who must leave work unexpectedly. Please note that morning calls will be for that day's absences ONLY!
- AESOP is programmed to show up as **1-800-942-3767** on phones with Caller ID. **Please save this number in your phone under AESOP Sub Hot Line.**
- AESOP is voice-activated. When the system calls you for an available assignment, it will not begin to read the job until you pick up the phone and make a sound (typically by saying "hello").
- If you use a "telezapper" or some other app that blocks calls that were dialed by a computer, you will not receive calls from AESOP.
- You can use a cell phone with AESOP without difficulty.
- When the system calls you, it asks for your PIN number. When you call into the system, it asks for both your phone number and your PIN number.
- No outbound calls are made on Friday night, all day Saturday, or Sunday morning.
- The system will make outbound calls up to two days in advance of the start of the absence.
- If you hang up on AESOP prior to entering your PIN, the call is 'aborted' and you will not be called for another job for an hour. If you hang up on AESOP after entering your PIN or after pressing the 3 key to reject that assignment, the call was 'rejected' and you will be called for the next job in 15 minutes. If there is no answer or the phone is busy, AESOP will call next in 20 minutes.

- Pressing the phone's star key at any time on the phone system will return you to the previous menu.
- When your phone rings in the morning it is requesting to **fill a last-minute** need for coverage for that current day's absences. These are the highest priority jobs to be filled ASAP. The system will call in the evening for assignments occurring on one of the next two days.
- Once you accept a job the system will verbally give you a 9 digit confirmation number. If you don't have a pen/paper handy to write this down, this will also be emailed into your personal email account along with the job details as well.

PLEASE NOTE: An employee may cancel an absence up to 45 minutes before the start time posted on the AESOP assignment. AESOP will call your phone number and send an email (if added to your Personal Information on your AESOP home page) to notify you of any canceled assignments. You will be asked to confirm the notice of cancellation. For your benefit, please call AESOP or go online to verify the assignment prior to reporting to work. If an emergency should arise, you can cancel an assignment up to 45 minutes prior to the school start time. If an emergency should arise within 45 minutes of the start of school, you cannot use AESOP to cancel. *You must call the school ASAP where your assignment is scheduled and let the secretary know you will not be making your scheduled assignment.*

Professional Responsibilities

You are expected to arrive **promptly** at the time posted on the assignment. You must first report to the school's main office to check in and pick up a substitute staff badge. You are expected to complete the work related to the teaching day. In the case of substitute teachers, this work includes, but is not limited to, the following:

- Carry out lesson plans left by the regular teacher.
- Assume attendance taking responsibilities.
- Complete all reports normally required of the regular teacher.
- Complete the regular assignments of the teacher, including supervision assignments such as bus duty, hall duty, study hall, and lunchroom/recess duty.
- **Be ready and willing to work as needed with administrative personnel during free periods. You may be asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods. You will not receive additional pay for working during a regular teacher's free periods.**

All substitutes must:

- Not eat or drink in the classroom (a water bottle *may* be acceptable in some classrooms).
- Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.
- NEVER LEAVE STUDENTS UNATTENDED! Teacher Assistants do not have the proper credentials to be left in charge of a classroom alone. You must call the office to have someone else come into the room before you leave.

If you have questions about any of the above or any other responsibilities, information may be obtained from a building administrator, secretary, or the District Substitute Coordinator.

Professional Ethics and Student Discipline

Professional Ethics

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school related matters. Please refrain from making adverse comments about the regular teacher and his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings. Share any concerns with a building administrator or the District Substitute Coordinator.

Student Discipline

In the absence of the regular teacher, the substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of a building administrator in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included in the substitute teacher plans, ask a fellow teacher and leave a note requesting this plan be included for future needs.

Emergency Procedures and Emergency School Closing Information

Emergency Procedures in the Buildings

As a substitute teacher or teacher assistant, you should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room in a red folder. Updated class rosters for Middle School and Elementary classrooms should be in this folder. If the classroom students are away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

Emergency School Closing Information

Substitutes can obtain district school closing information during inclement weather by:

- Checking the district website.
- Checking on your AESOP home page (AESOP will automatically delete all previously assigned substitute jobs when the schools are closed).
- Checking the local radio and television stations.

Student Safety

You are responsible for ensuring the safety of the students under your charge. If a student appears to be ill or hurt, contact the main office. A nurse or health assistant is on duty at all times to attend to the student.

Appearance; Use of Cigarettes, Alcohol or Illegal Drugs; Cell Phone Usage

Appearance

Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes. Inappropriate attire includes, but is not limited to, low cut pants (includes shorts, and short skirts), bare midriff shirts (shirts must cover torso), short shorts, exposed undergarments, and shirts with foul or inappropriate language and/or images.

Policy Regarding Use of Cigarettes, Alcohol or Illegal Drugs

D303 policy states that smoking in district buildings or on school property, including parking lots, is not permitted. Use of alcohol or illegal drugs on district property is also prohibited.

Cell Phone Usage

Please do not make or receive cell phone calls during classroom instructional time. To ensure that students will not be disrupted during class time, cell phones should be turned off.

Abuse and Neglected Child Reporting

Any District substitute who suspects or receives information that a student may be an abused or neglected child must immediately report the case to the Illinois Department of Children and Family Services. The substitute also must promptly notify the Superintendent or Building Principal that a report has been made.

All District substitutes are required to sign an "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Children and Family Services.

Harassment

District 303 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. District 303 will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Assistant Superintendent for Human Resources or any other member of management.

There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Assistant Superintendent for Human Resources or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Compensation and Benefits

Substitute teachers with one of the following licenses:

- Professional Educator License (PEL) or
- Substitute License or
- ELS/PARA license with a bachelor's degree
- **WE DO NOT ACCEPT THE STS-SHORT TERM SUBSTITUTE LICENSE**

Are paid a daily rate of \$145.00 for a full day **as of October 15, 2022** (\$72.50 for a half day) when serving in a position that requires licensure. Of the \$145.00, \$133.40 is paid directly to the substitute and \$11.60 is paid to the Teachers' Retirement System (TRS) on behalf of the substitute. Each day of work earns the substitute one day of service credit with TRS. You must hold a minimum of a substitute license to be paid at this rate.

When serving in a support position such as teaching assistants or dean's assistant, substitutes are paid a daily rate of \$120.00 for a full day as of 10/15/2022 (\$60.00 for a half day) and do not earn service credit with TRS. You must hold a minimum of a substitute license in order to be paid at this rate.

Substitutes with an ELS/PARA license, may substitute for support staff (such as teacher assistants and dean's assistants) and are paid \$14.00 per hour. (As of 10/15/2022)

New Substitute Teacher (Certified Positions ONLY) Loyalty Bonus Plan:

After 31+ days of subbing in a school calendar year (these do not need to be consecutive days), your daily sub pay will increase from \$145.00 to \$165.00 for a full day as of 10/15/2022 (\$82.50 for half a day), and continue at this higher rate for 2 years when actively working during the two school years. Of the \$165.00, \$151.80 will be paid directly to the substitute with \$13.20 being paid to the Teacher's Retirement System (TRS). *This does not apply for support positions, such as teacher assistants or dean's assistants.*

Substitute secretaries are paid \$15.00 per hour as of 10/15/2022.

Substitute nurses (with nursing licensure) are paid \$24.00 per hour as of 10/15/2022.

Long-term substitute teachers are paid \$220.00 per full day as of 10/15/2022. Of the \$220.00, \$202.40 is paid directly to the substitute and \$17.60 is paid to the Teachers' Retirement System (TRS) on behalf of the substitute. A long-term substitute teacher position is defined as substituting for the same teacher for more than ten (10) consecutive days. Long-term substitute teachers are assigned by each building principal for his/her respective school. Long Term substitutes are allowed up to two (2) transition days (typically one before the assignment and one after the assignment) with the classroom teacher at regular substitute pay, \$145.00 daily. You must hold a minimum of a substitute license to qualify to fill this role.

There is No Long-term substitute pay for teacher assistant roles.

Retired Substitute Teacher Pay Rates

Retired Substitute Teacher: \$200.00/full day

Retired Substitute Teacher 31+ days: \$220/full day

Retired Long-Term Substitute Teacher: \$220/full day

Retired Support: \$180.00/full day

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full day assignment and it happens to be shorter than a regular school day, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless permission is granted by the school office.

*It is our district's practice to limit subbing for **support staff** to less than 600 hours in a calendar year, based on their hire date, under the Illinois Municipal Retirement Fund (IMRF) .*

If you report to a building as directed for a substitute assignment and upon arrival are directed to another assignment, you are expected to accept the new assignment.

If you arrive at a building and no substitute assignment is available due to building and/or scheduling errors, please ask the building secretary to contact the District Substitute Coordinator. Every effort will be made to place you in another unfilled position. If no other position is found, you will be paid for no less than a half day of work for your inconvenience.

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full day assignment and it happens to be shorter than the regular school day, you are expected to report to the school office by the designated start time and remain on assignment until the end of the day unless permission is granted by the school office. Meaning, if your sub job shows 8:10-2:00 and the students are released at 3:45 you are required to remain all day. Your assignment/coverage may have ended for that staff member but the office can place you in another area that needs coverage until the end of the day.

Certified Substitute Teachers are mandated to participate in the Teacher's Retirement System (TRS).

Substitutes do not receive fringe benefits from D303 except for those required by law.

What do our Job Titles Mean?

What's a TA = Teacher Assistant? These roles are in a classroom with a teacher and sometimes additional teacher assistants.

What's the different levels of Special Education classification - STRIVE = is the Least, RISE = is the Medium, and OASIS = Highest level of need.

What's a DA - Dean's Assistant. These roles are Hall Monitors in our Middle Schools and High Schools. In this capacity you watch for students in the halls, check bathrooms, help with office needs if a student needs to come to the office etc. Usually given a walkie talkie for communication.

Pay Dates

D303 paydays are the 15th and 30th of every month. If the 15th or 30th falls on a weekend or other day the District is closed, checks will be issued on the prior workday.

All work completed between the 1st and 15th of the month will be paid on the 30th (last payroll of the month). All work completed between the 16th and the last day of the month will be paid on the 15th (first payroll of the month). If you opt for direct deposit, your paycheck information will be posted on your [iVisions web portal](#) per instructions sent to you by the District Substitute Coordinator. Otherwise, your paycheck will be mailed to your home.

D303 encourages all substitute employees to use direct deposit as we are trying to lower printing costs and paper usage.

Please compare your schedule on your AESOP home page (under "Past Jobs" tab) with your paycheck information on the iVisions portal. Any inquiries about pay can be addressed to Payroll at 331-228-5465. If you can not access your iVisions Portal please contact the IT Department at 331-228-5775.

D303 School Buildings and Substitute Hours

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full day assignment and it happens to be shorter than a regular school day, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless permission is granted by the school office.

Elementary Schools

- [Anderson Elementary School](#)
- [Bell-Graham Elementary School](#)
- [Corron Elementary School](#)
- [Davis Primary School](#)
- [Ferson Creek Elementary School](#)
- [Lincoln Elementary School](#)
- [Munhall Elementary School](#)
- [Norton Creek Elementary School](#)
- [Richmond Intermediate School](#)
- [Wasco Elementary School](#)
- [Wild Rose Elementary School](#)
- [Fox Ridge School-Early Childhood](#)

2023-2024 School Year Schedule

School Hours for substitutes are:

Elementary School student day 8:00-3:00

Sub full day 7:40-3:20

Sub AM half day 7:40-11:30

Sub PM half day 11:30-3:20 (PM subs please arrive 10 mins early at 11:20)

Middle School student day 8:40-3:40

Sub full day 8:20-3:40

Sub AM half day 8:20-12:04

Sub PM half day 12:08-3:40 (PM subs please arrive 10 mins early)

High School student day 7:20-2:29

Sub full day 7:00-2:39

Sub AM half day 7:00-10:58

Sub PM half day 10:59-2:39 (PM subs please arrive 10 mins early at 10:49)

Early Childhood (Fox Ridge) AM student day is 9:00-11:30

Early Childhood (Fox Ridge) PM student day is 12:30-3:00

Sub full day 8:40-3:20

Sub AM half day 8:40-11:20

Sub PM half day 12:10-3:20 (students arrive at 12:30, subs need to arrive by 12:10)

Compass Academy (High School) @ Haines Center - Door #17 student day 9:30-3:45

Sub full day 9:00-2:30

Sub AM day 9:00-11:45

Sub PM day 11:46-2:30 (PM subs please arrive 10 mins early by 11:36)

Haines Center - Door #2 (Transitional Program) student day 7:45-2:00

Sub full day 7:30-2:15

Sub AM day 7:30-11:15

Sub PM day 11:15-2:15 (PM subs please arrive 10 mins early by 11:05)

Change of Name, Address or Phone

You should notify the D303 Human Resources Department immediately of any changes to your address or phone number by contacting the District Substitute Coordinator. To change your name, you must complete a form and email a copy of your new Social Security card to the District Substitute Coordinator who will notify the Payroll Department of the change to ensure all paychecks and W-2 forms are correct.

To change your phone number or e-mail address in AESOP, please log onto your AESOP home page and go to the "Preferences" tab at the top and edit. Also, please email the District Substitute Coordinator with the changes so we can make changes throughout our system.

Removal from the Substitute Roster

Substitutes may be removed from the substitute roster at their request or based upon request(s) from building administrators that the substitute not return to their respective buildings following incidents of poor performance. The Human Resources Department makes final decisions and resolutions.

Substitute Code of Expectations

As a substitute for CUSD303, we consider you to be an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and staff in your role as a substitute. We also acknowledge the challenging nature of this task.

When you are employed as a substitute we expect:

- Punctuality - arrive early (approx 10 mins) to allow yourself time to park and walk to the front entrance of the building, sign in with the front office and ask any questions you may have regarding building policies, especially the first time you work at a school. Allow yourself time to walk to the classroom, read over the lesson plans, and write your name on the board.
- ID Badge - your ID badge must be worn at all times, while subbing on our campuses. If your ID is lost, please contact the Administration Building to have a new one made at 331-228-2000.
- Flexibility and Willingness for Job Reassignment - please be aware that the job you are coming in to do may be reassigned if there is an Unfilled Job of higher need. If pay for the new role is different there will be an adjustment made so you are paid accordingly.
- Professional Appearance and Demeanor - dress in comfortable business casual and in layers. Wear comfortable shoes. Be mindful of the position you are accepting - PE is different attire than 2nd Grade.

- Follow Lesson Plans - do not spend extra time talking about Non-Topic issues. Keep students on track with their learning assignments.
- Relations/Interaction with Students - keep professional and fair. NO TOUCHING of Students.
- Classroom Management Skills - tables, chairs, classroom supplies should be put back and cleaned up at the end of the day.
- Assume Additional Tasks as Needed - if needed you may be asked to cover bus duty, lunch duty and/or recess duty as assigned in the lesson plans or requested by the secretary in the building office.
- Appropriate Actions Taken Regarding Safety and Security - if there is a building fire, tornado, active shooter drill or an actual event occurs, make sure that proper instruction and safety for the students is being directed. There is a Red folder on the wall at the door of each classroom that provides instructions for these events.
- Discipline - if a student is disruptive, contact the office for assistance. Do not touch or use force to control a student who is disruptive. Do not punish the entire class for the misbehavior of one student.
- Never Leave Students Unattended - if you need to leave the classroom at any time, make sure to call the Office to have someone come down to cover the class while you are away.
- Cell Phone Usage - use of cell phones while supervising students is not allowed. Keep your phone on silent.
- Exclusion From Building Due to Poor Work Performance - an exclusion occurs when you are asked to no longer sub in a building. Three exclusions will result in your release from employment with CUSD303; fewer than three exclusions may result in your release at the discretion of the Administration depending on the severity of the circumstance.