

Ball-Chatham Human Resources Department

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Substitute Teacher Requirements for Ball-Chatham Schools

Sub Teacher Pay:

- ♣ Daily: \$105.00 per day (1-10 days)
- ♣ Long-Term: \$140.00* to \$187.00** per day
(11-90* or 91-135** days for same individual under a long-term substitute teaching agreement)

Step 1: Substitute Teacher Licensure:

TO BECOME ESTABLISHED AS A SUBSTITUTE TEACHER, INDIVIDUALS **MUST** MAINTAIN: **One** of the following Valid Illinois Licenses, listed below, **in addition to a Substitute Authorization** from the Sangamon-Menard County Regional Office of Education

- Professional Educator License (PEL) – Teaching Certificate

OR

- Substitute License (SUB): valid for 5 years (renewable)

Requirements to obtain a full Substitute License

- **Bachelor's degree** or higher from a regionally accredited college/university.
- If you hold a valid Professional Educator License, Educator License with Stipulations, or Paraprofessional License (and Bachelor's Degree), you are qualified to be a sub teacher – you DO NOT need to hold a sub teaching license

OR

- Short-Term Substitute License: valid for through June 30, 2023 (non-renewable)

Requirements to obtain a Short-Term Sub License

- **Associate's degree** or higher from a regionally accredited institution of higher education **OR** show completion of 60 semester hours of coursework (100-level coursework or higher from a regionally accredited college/university).
- Must complete a training program provided by the school board
- Can serve as a paraprofessional
- Short-term subs may not teach more than 5 consecutive days per licensed teacher

If you hold a valid Professional Educator License, Educator License with Stipulations, or Paraprofessional License (and Bachelor's Degree), you are qualified to be a sub teacher. You DO NOT need a sub teaching license, but you DO NEED a substitute authorization form – SEE BELOW:

Step 2: Obtain a Substitute Authorization Form:

If you hold an Illinois teaching license (PEL), you do not need to apply for a substitute license from the Illinois State Board of Education, but **you DO need to complete the following steps to receive a Substitute Authorization:**

Contact the Sangamon-Menard County Regional Office of Education at **217-753-6620** to complete the following:

- Provide proof of a current physical (within 90 days)
- Schedule an appointment for a fingerprint background check (or complete ONLINE at www.roe51.org)

***Please note: Individuals who hold a lapsed professional educator license (PEL) and owed professional development are not eligible to obtain a substitute teaching license.**

Step 3: Apply for Substitute Teaching with Ball-Chatham: Please complete the online application by visiting the [Ball-Chatham Schools Careers page](#) and complete the Online Employment Application or Employment Interest Form to learn more!