



JODI L. SCOTT

Regional Superintendent of Schools

LORI LOVING

Asst. Regional Superintendent of Schools

LONG-TERM SUBSTITUTE TEACHER APPROVAL

In order to be eligible as a long-term substitute teacher, an individual needs to hold **ONE** of the following credentials:

1. A valid substitute teaching license
2. A valid Professional Educator License (PEL)
3. A valid paraprofessional license and a Bachelor's Degree if subbing for a teacher (If subbing for another paraprofessional position, only a paraprofessional license is required--no Bachelor's Degree necessary)

If a long-term sub is required because a contracted teacher cannot currently teach (e.g., maternity leave, medical leave, personal emergency, etc.), someone subbing on a substitute license or a paraprofessional license can sub for up to 90 school days for any one teacher; an individual subbing on a valid PEL can sub for up to 120 school days for any one teacher.

If the position does **not** have a regularly contracted teacher (e.g., a teacher has retired, a position has not been filled, etc.), **ANY** long-term sub can **ONLY** sub for up to 30 days for that teacher per Illinois School Code 105 ILCS 5/21B-20, sub section 3, available for review here:

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?ActID=1005&ChapterID=17&SeqStart=145600000&SeqEnd=151900000>

Once a school district has secured a long-term substitute teacher, the associated form found on the Regional Office of Education website needs to be completed, signed by the district superintendent, and returned to the Regional Office of Education #33 to the attention of Brittany Stegall.

For more information, please call the Regional Office of Education at 309-734-6822 and ask for Brittany Stegall, or email her at bstegall@roe33.net.