

Join our remarkable team as a Substitute Teacher

All levels needed

* Pre-K *

* Primary School *

* Middle School *

* High School *

Regular Substitute Teacher:

Bachelor's Degree or Higher

\$130 / day (on-call rate)

\$180 / day (long-term rate)

Short-Term Substitute Teacher:

Associate's Degree or 60 college credits

\$110 / day (on-call rate)



Peoria Public Schools is looking for Substitute Teachers

Professional, energetic, responsible adults are encouraged to apply!

See process for receiving your "substitute certificate" on back of this flyer.

www.peoriapublicschools.org/employment or call (309) 672-6770

SUBSTITUTE LICENSE APPLICATION PROCESS:

1. SUBMIT AN APPLICATION ONLINE IN THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS): [HTTPS://WWW.ISBE.NET/PAGES/EDUCATOR-LICENSURE-APPLICATION.ASPX](https://www.isbe.net/PAGES/EDUCATOR-LICENSURE-APPLICATION.ASPX).
2. A \$50 FEE WILL BE ASSESSED ELECTRONICALLY WHEN THE APPLICATION IS SUBMITTED (PLEASE HAVE A CREDIT CARD AVAILABLE).
3. SEND AN OFFICIAL* TRANSCRIPT SHOWING AN AWARDED BACHELOR'S OR ASSOCIATE'S DEGREE BY EMAIL (TRANSCRIPTS@ISBE.NET) OR MAIL:
ILLINOIS STATE BOARD OF EDUCATION
EDUCATOR LICENSURE
100 N. 1ST STREET
SPRINGFIELD, IL 62777
4. ONCE YOUR LICENSE HAS BEEN ISSUED, PLEASE LOG INTO YOUR ELIS ACCOUNT AND PAY THE APPLICABLE REGISTRATION FEES. THE LICENSE IS NOT VALID FOR EMPLOYMENT UNTIL THESE FEES ARE PAID.

* TO BE OFFICIAL, TRANSCRIPTS MUST BE SUBMITTED IN THE SEALED ENVELOPE FROM THE COLLEGE OR UNIVERSITY OR BE SENT DIRECTLY BY THE INSTITUTION. TRANSCRIPTS RECEIVED THAT ARE NOT IN A SEALED ENVELOPE FROM THE UNIVERSITY OR SENT DIRECTLY FROM THE UNIVERSITY WILL BE CONSIDERED UNOFFICIAL AND CANNOT BE USED FOR EVALUATION PURPOSES. FOR QUESTIONS OR ADDITIONAL INFORMATION ABOUT LICENSE REQUIREMENTS, PLEASE CONTACT THE PEORIA REGIONAL OFFICE OF EDUCATION AT (309) 672-6906.

** ONCE RECEIVED, SUBSTITUTE LICENSES ARE VALID FOR 5 YEARS, AND MAY BE RENEWED IF THE INDIVIDUAL PASSES AN APPROVED ILLINOIS TEST OF BASIC SKILLS. AN INDIVIDUAL WHO HAS PASSED AN ILLINOIS TEST OF BASIC SKILLS WILL NOT BE REQUIRED TO RETAKE THE TEST FOR SUBSEQUENT RENEWALS.

NEXT, APPLY TO FILL A POSITION AT PPS:

1. AFTER OBTAINING AND REGISTERING YOUR SUBSTITUTE TEACHER CERTIFICATE, PLEASE GO ON THE PEORIA PUBLIC SCHOOLS WEBSITE TO APPLY FOR A SUBSTITUTE TEACHING JOB: WWW.PEORIAPUBLICSCHOOLS.ORG/EMPLOYMENT.
2. HR WILL COMPLETE A BACKGROUND CHECK, DRUG TEST AND ALL PAPERWORK NEEDED FROM THE CANDIDATE. THE CANDIDATE WILL BE PRESENTED TO THE BOARD OF EDUCATION FOR APPROVAL.
3. HR WILL SET UP A DATE AND TIME FOR THE CANDIDATE TO ATTEND A SUBSTITUTE TEACHER ORIENTATION TRAINING.
2. FOR QUESTIONS OR ADDITIONAL INFORMATION ON HOW TO APPLY TO PEORIA PUBLIC SCHOOLS (DISTRICT 150), PLEASE CALL (309) 672-6770.

FINALLY, ACCEPTING A POSITION AT PPS:

1. ONCE APPROVED AS A SUBSTITUTE TEACHER AND ORIENTATION TRAINING IS COMPLETED, HR WILL PROVIDE ACCESS TO AESOP, OUR AUTOMATED SUBSTITUTE CALLING SYSTEM.
2. SUBSTITUTE TEACHERS RECEIVE NOTIFICATION CALLS OF OPEN POSITIONS AND THE SUBSTITUTE TEACHER WILL BE ABLE TO SELECT TO ACCEPT OR NOT ACCEPT THAT POSITION FOR THE DAY.
3. LONG-TERM SUBSTITUTE TEACHERS WILL BE PAID THE LONG-TERM RATE OF \$180 AFTER 15 CONSECUTIVE DAYS WORKED WITH NO DAYS MISSED, AND ON THE 16TH DAY WILL BE PAID RETROACTIVELY.