



J. Sterling Morton High School District 201
5801 West Cermak, Cicero, IL 60804
Phone (708) 780-2800

BASIC SUBSTITUTE TEACHER INFORMATION

East Campus 2423 S Austin Blvd Cicero, IL 60804	West Campus 2400 S Home Ave Berwyn, IL 60402	Alternative 1847 S 54 th Ave Cicero, IL 60804	Freshman Center 1801 S 55 th Ave Cicero, IL 60804
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PROCEDURES

If you accept a "1st" hour assignment, check in time is 7:45 am

If you accept a "0" hour assignment, check in time is 6:50 am

Report to the Principal's Office at each campus to be directed to your assigned room

All Substitute Teachers must Clock in/out for every assignment

School ID's will be assigned at the first campus you work with. The School ID is acceptable at all campuses within our District. Temporary parking permits can be obtained at the Principal's Office.

Pay Rates for Day to Day Substituting:

\$95.00 per day: SUB/PARA License
\$110.00 per day: PEL

Pay Rates for Long-Term Substituting Assignments:

\$95/\$110 per day: 1-15 **consecutive** days
\$120 per day (Non Endorsed): At the 16th day until the end of Assignment **OR**
\$262.57 per day BA/Step 1 per day: at the 16th day mark through the end of assignment if you hold an IL Teaching Certificate (PEL) and hold an endorsement in the area of assignment.

Fringe benefits are not offered to substitute teachers

A One-time bonus is paid at the end of each year if subbed at the daily rate:

30 – 39 days \$300.00
40 – 49 days \$400.00
50 and more \$500.00

Building Schedule

2018-19		
Period		Time
0		6:55 am – 7:55 am
Extra Help		8:00 am – 8:40 am
1		8:45 am – 9:45 am
2		9:50 am – 10:50 am
3	A	10:55 am – 11:23 am
	B	11:28 am – 11:55 am
4	A	12:00 pm – 12:28 pm
	B	12:33 pm – 1:00 pm
5	A	1:05 pm – 1:33 pm
	B	1:38 pm – 2:05 pm
6		2:10 pm – 3:10 pm
Pd 0-5 Teacher Dismissal (no 6 th period class): 2:20 pm		
Pd 1-6 Teacher Dismissal: 3:30 pm		

Important Information:

Although substitute teachers are not part of the Union, you are required to follow the guidelines specified in regards to curriculum & instruction, student discipline and professional attire. The Collective Bargaining Agreement can be found on the District's website under Employment and then CBA's.

Substitute teachers will dress in a professional manner. Dress shall be "business casual" or a manner appropriate for the assignment. Blue jeans which are not torn nor faded are only permitted for Morton Spirit Wear on Fridays and Spirit Days.

Always call the Attendance Line at 708.780.2114 for any absence at least 2 hours before the assignment starting time. Emails are not acceptable.

If an assignment that is less than a Full Day is accepted, you will be required to work the Full Day. Example: If it is a $\frac{1}{2}$ or $\frac{1}{4}$ day pm assignment you will need to arrive at either 6:50 am or 7:50 am to begin the day and assist where needed. Please note that your assignment can be changed without notice. Flexibility for the day is expected.

Substitute teachers that do not follow our District's guidelines, will no longer be considered for employment.

Please contact Melissa Rodriguez at 708.780.2114 with any questions.