

Thank you for your interest in a Substitute position with NSSEO. NSSEO has several schools that specialize in educating students with special needs. Current school locations can be found on the NSSEO website.

Substitutes are expected to conduct themselves in a professional manner and be familiar and follow [NSSEO Governing Board policies](#). They should carry out established lesson plans and routines to maintain continuity for our students.

The Illinois State Board of Education (ISBE) requires all substitutes to hold a valid Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License in order to be qualified to work as a substitute teacher. All licenses must be registered in Region 5 North Cook Intermediate Service Center (NCISC) in order to be qualified to substitute at any of the NSSEO programs.

Paraprofessional substitutes must have a valid ELS endorsed for a Paraprofessional or a Paraprofessional Approval registered in Region 5 NCISC. Substitutes with a valid PEL, ELS or Substitute License may also substitute as a paraprofessional.

Please click [here](#) for additional information about obtaining a PEL, ELS, Substitute License or ELS endorsed for a Paraprofessional.

Following are the requirements for employment:

- All substitutes must be fingerprinted. Fingerprinting is performed at our Central Office by appointment only.
- Provide evidence of a current physical exam stating you are fit for work.
- View online compliance tutorials.
- Completed Federal and State W-4 tax forms.
- Completed TRS forms (if applicable)
- Signed statement of knowledge of requirements for reporting suspected cases of child abuse/neglect.
- Completed I-9 Employment Eligibility Verification form with acceptable documents.
- Substitute sign up form

In addition NSSEO requires substitutes to attend initial Crisis Prevention certification training. CPI training is provided by NSSEO throughout the school year.

The substitute rates for NSSEO are as follows:

The daily rate for substitute teachers for the first 30 days will be:

\$110.00 (Miner, Kirk, Timber Ridge, Riley, Forest, MacArthur)

\$120.00 (Hersey H.S.)

The daily rate for substitute aides for the first 30 days will be:

\$90.00 (Miner, Kirk, Timber Ridge, Riley, Forest, MacArthur)

\$95.00 (Hersey H.S.)

The daily rate for an individual substitute teacher for each day in excess of 30 full days will be:

\$115.00 (Miner, Kirk, Timber Ridge, Riley, Forest, MacArthur)

\$125.00 (Hersey H.S.)

The daily rate for an individual substitute aide for each day in excess of 30 full days will be:

\$95.00 (Miner, Kirk, Timber Ridge, Riley, Forest, MacArthur)

\$100.00 (Hersey H.S.)

Please note the adjustment in required hours for each program. These hours are essential for the needs of our students and program staff.

Miner:	Sub hours: 8:00 – 3:00
Kirk:	Sub hours: 8:30 – 3:30
Timber Ridge:	Sub hours: 8:30 – 3:30
Riley:	Sub hours: 8:30 – 3:30
Forest:	Sub hours: 8:30 – 3:30
MacArthur:	Sub hours: 8:00 – 3:00
Hersey:	Sub hours: 7:15 – 3:00

To view and apply for our current substitute positions please submit an online [Substitute Application](#).

For questions and to obtain a sub packet please contact Betty Barker at bbarker@nsseo.org or 847-463-8125.

Building a Promising Future for Students