

Guest Teachers

The Superintendent may employ guest teachers as necessary to replace teachers who are temporarily absent.

A guest teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a guest teacher may teach in the District during the school year, except as follows:

1. A guest teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term guest teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may guest teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for guest teachers. Guest teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Guest Teachers

A short-term guest teacher must hold a valid short-term substitute teaching license and have completed the District's short-term guest teacher training program. Short-term guest teachers may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A guest teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a guest teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent will notify the appropriate Regional Office of Education within five business days after the employment of a guest teacher in an emergency situation.

Adopted: 9/20/76

Revised: 1/17/83, 3/18/96; 9/16/13; 2/23/15; 3/19/18; 2/25/19; 11/16/20