

# Substitute Teacher Application Process



*The Chicago Public Schools invites all candidates with a strong desire to make an impact in urban education to become Substitute Teachers with our district. Substitute teaching provides candidates with an opportunity to apply their education and experience in the classroom.*

*Come and join us in making a difference today in the lives of tomorrow's leaders!*

## How much do substitute teachers make?

Teachers with a Professional Educators License earn \$158.24 a day, and those with a Substitute Teaching License earn \$117.20 a day.

## Do substitute teachers have to live in the city?

Day to day substitutes are not required to live in Chicago.

## Does a candidate need to be licensed to substitute teach?

All candidates must be licensed by the Illinois State Board of Education to substitute teach with CPS. Candidates can visit [www.isbe.net](http://www.isbe.net) for more information.

## How do I find a full-time teaching opportunity in CPS?

Teacher candidates must successfully complete the [Teacher Quality Pool](#) process in order to teach in the Chicago Public Schools. To begin, visit [www.cps.edu/careers](http://www.cps.edu/careers) and click on **Teach in our Schools**. Select **No** to begin the Teacher Quality Pool application. The Teacher Quality Pool requires a candidate to submit two Administrator Recommendation forms completed by an Administrator familiar with their teaching practice **and** complete an interview screened by a CPS Administrator.

## Beginning August 4, 2014

### • **STEP ONE: Substitute Teacher Application**

Candidates who are interested in substitute teaching can visit our website at [www.cps.edu/careers](http://www.cps.edu/careers). Click on **TEACH IN OUR SCHOOLS**. Next, select **ALL CPS JOBS**. Once you have arrived at our Careers Page, locate the Job Number field and enter **1400014H** to quickly locate the **SUBSTITUTE TEACHER** application.

### • **STEP TWO: Upload Required Documents**

The **Substitute Teacher** application will require verification of your teaching credentials. Please upload a copy of your Illinois teaching or substitute teaching license and a current resume. To access a copy of your teaching credentials please visit [www.isbe.net](http://www.isbe.net) to print/save a copy for your upload.

### • **STEP THREE: Interview**

Prospective candidates will be scheduled for an interview with a CPS Administrator. Please note that teacher candidates that have been accepted into the Teacher Quality Pool will be waived from a substitute teacher interview since they completed an interview during the Teacher Quality Pool application process.

### • **STEP FOUR: Onboarding**

Selected candidates will receive an offer letter with instructions on how to complete our electronic onboarding process.

### • **STEP FIVE: Substitute Services System Overview**

Upon completion of onboarding, the Substitute Services team will provide an overview via email of the automated substitute placement system (Aesop) used for daily substitute teacher assignments.

