

River Grove School...

A Great Place To Be!

River Grove School
is seeking
Substitute Teachers
for the 2017-2018
School Year.

Click here to learn
how to become a
part of our school
community.





River Grove School
2650 N. Thatcher Avenue
River Grove, IL 60171

River Grove School is a great place to work!

We are a family oriented, PreK - 8th grade neighborhood school and we are currently looking for substitute teachers. The daily rate for subbing at River Grove School is \$140.00. If you or anyone you know is interested in serving as a substitute teacher please contact Mrs. Zentner at 708-453-6172 or szentner@rivergroveschool.org.

To become a substitute teacher in Illinois, you must hold a bachelor's degree or higher from a regionally accredited institution of higher education.

To become a substitute teacher, follow these steps:

1. Submit an application online in the [Educator Licensure Information System \(ELIS\)](https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx) (<https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>).
2. A \$50 fee will be assessed electronically when the application is submitted (please have a credit card available to pay at that time).
3. Send an official* transcript to either address:
transcripts@isbe.net OR
Illinois State Board of Education
Educator Licensure
100 N. 1st Street
Springfield, IL 62777
Any other documentation can be sent to licensure@isbe.net
4. Once your license has been issued, log into your [Educator Licensure Information System \(ELIS\)](#) account and pay the \$50 fee if you did not pay when the fee was assessed. The substitute license is not valid until the \$50 fee is paid.
5. Substitute licenses are valid for 5 years, and may be renewed with the payment of registration fees.
6. Illinois has recently passed legislation that allows anyone who has worked for 10 days as a substitute teacher the opportunity to receive a refund of the license application fee. To receive a refund of the application fee, the educator must complete and submit the "Substitute License Fee Refund Request" to the school district in which they worked 10 days as a substitute. The District will then forward the completed form to the Illinois State Board of Education.

*Transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution to Illinois State Board of Education. ISBE will consider any transcripts received in an unsealed envelope as unofficial and will not be used to determine eligibility for substitute licensure.

Anyone who is located in the West Cook area, meets these requirements, and would like to become a substitute teacher can contact Sharon Balderas at West 40 ISC with any questions or for additional information, at 708-449-4284, ext. 1008 or sbalderas@west40.org. Additional information from the Illinois State Board of Education can be found at: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>