

Woodridge School District 68
7925 Janes Avenue
Woodridge, Illinois 60517

DATE: June 3rd, 2021
TO: CERTIFIED SUBSTITUTES
FROM: Dr. William Schmidt, Assistant Superintendent for Human Resources
RE: NOTIFICATION OF INTENT

We would like to thank you for your valuable contribution as a substitute during this past school year and make special note of your contribution to Woodridge School District 68. Because of our need to know availability for the 2021-2022 School Year, please sign and return this form by August 2nd, 2021.

If you did not sub in any capacity during the 2020-2021 school year; you will be inactivated on June 8th. You will then need to reapply as a new substitute.

Our District calls for several customary vacation/recess periods during the school year. Following each of these periods as established by the 2021-2022 school calendar, you will remain as a substitute for the district.

November 22, 2021 – November 26, 2021

December 20, 2021 – January 1, 2022

March 28, 2022 – April 1, 2022

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any. For your convenience, a copy of the 2021-2022 school calendar, payroll schedule and updated Certified Substitute Pay Scale is attached.

We look forward to your return, and hope you have an enjoyable summer vacation

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PLEASE COMPLETE AND FORWARD TO HUMAN RESOURCES BY **08/02/2021**

VERIFICATION OF RECEIPT

I hereby acknowledge receipt of this notice.

I wish to be a substitute for the 2021-2022 school years: Yes No

Signature

Print Name

Date

Substitute Evaluation Form

As a valuable member of our staff, we request your feedback regarding your experience in Woodridge School District 68. Please share with us the positive aspects of the substitute program and ways we could improve our Substitute Program. Thank you for your service to the District and for providing us feedback.

Please list 1-4 positive aspects of the Substitute Program:

1. _____

2. _____

3. _____

4. _____

Please list 1-4 suggested improvements to our Substitute Program:

1. _____

2. _____

3. _____

4. _____

WOODRIDGE SCHOOL DISTRICT 68
7925 Janes Avenue
Woodridge, IL 60517
SUBSTITUTE TEACHER
REGISTRATION 2021-2022 School Year

Name _____ Date _____

Address _____ City _____ Zip _____

Telephone Number _____ Cell Phone Number _____

Email Address: _____

Type of License:

Substitute License Standard Teaching School Service Personnel Master Teaching

IEIN Number: _____ License Expiration Date: _____

Please note that your Professional Educator License (PEL) must be registered for the present school year with the DuPage Regional Office of Education.

Please check the appropriate areas for which you prefer to substitute

ELEMENTARY K-6

- | | | |
|---|--|---|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Autism Learning Behavior Specialist |
| <input type="checkbox"/> 1 st Grade | <input type="checkbox"/> Preschool | <input type="checkbox"/> Learning Behavior Specialist (L.B. Specialist) |
| <input type="checkbox"/> 2 nd Grade | <input type="checkbox"/> Art | <input type="checkbox"/> Bilingual Resource |
| <input type="checkbox"/> 3 rd Grade | <input type="checkbox"/> Music and/or Band | <input type="checkbox"/> Bilingual Teacher - Spanish |
| <input type="checkbox"/> 4 th Grade | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Bilingual Preschool |
| <input type="checkbox"/> 5 th Grade | <input type="checkbox"/> Gifted Specialist | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> 6 th Grade | <input type="checkbox"/> Floating Substitute | <input type="checkbox"/> Reading Interventionist |
| <input type="checkbox"/> MLP - Grades K-3 or 4-6 (Multi Needs Special Ed) | | <input type="checkbox"/> LRC (Library) Director |

JUNIOR HIGH (7 & 8 GRADES)

- | | | |
|---|---|---|
| <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Social Studies/Financial Literacy |
| <input type="checkbox"/> Music and/or Band | <input type="checkbox"/> Language Arts Skills | <input type="checkbox"/> Academic Resource/Tools for Today |
| <input type="checkbox"/> Math | <input type="checkbox"/> Gifted Specialist | <input type="checkbox"/> Bilingual Resource |
| <input type="checkbox"/> Math Skills | <input type="checkbox"/> World Language | <input type="checkbox"/> L. B. Specialist Floater |
| <input type="checkbox"/> Science | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Learning Behavior Specialist (L.B. Specialist) |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Floating Substitute | <input type="checkbox"/> STEM/Project Lead the Way |
| <input type="checkbox"/> MLP - Grades 7-8 (Special Education) | <input type="checkbox"/> Interventionist (Reading/Math/or Behavioral) | |

Specific Schools or Days Only : _____