Q: I'm interested in becoming a substitute teacher and/or substitute aide in the District. What do I need to do?

A: Please visit our website at www.dunlapcusd.net/Employment. Click on the link on the left hand side of the Employment Page called “Substitute Teaching/Aide Information”. Detailed instructions will guide you through the process, which entails submitting an online application, as well as downloading, completing and submitting a Substitute Packet to the District Office. **Do not submit your documents until you have ALL documents ready.** All substitutes must also attend a substitute orientation session before becoming a substitute in the District. Substitute packets, including orientation registration form, must be submitted by two business days prior to the next scheduled substitute orientation in order to be registered for the session.

Q: What does the substitute orientation session involve?

A: The District implemented a substitute orientation program prior to the start of the 2013-14 school year. The session lasts approximately three (3) hours, and provides comprehensive information for District substitutes, such as crisis plan information, online training courses, Aesop information, pay information, and time clock training.

Q: What are the education and certificate/licensure requirements to be a substitute teacher and/or substitute aide in the District?

A: Substitute teachers must have a bachelor's degree, and must hold an Illinois Professional Educator License registered in Peoria County OR an Illinois Substitute Teaching License registered in Peoria County.

Substitute teacher’s aides must have a high school diploma or GED, AND must (1) hold an associate’s degree, OR (2) have earned a minimum of 60 semester hours or more of college credit from a regionally accredited institution of higher education, or (3) have passed the ETS Parapro or the ACT Workkeys test. Substitute teacher’s aides must hold an Illinois ELS-Paraprofessional License registered in Peoria County, an Illinois Professional Educator License registered in Peoria County, OR an Illinois Substitute Teaching License registered in Peoria County.
Q: I applied to be a substitute but have not been contacted.

A: If you submitted an online application, but did not submit a substitute packet, you will need to download the packet from the website and submit it to the District Office. If you have submitted both of these items, you will be activated as a substitute once you have returned all acceptable documents and completed a substitute orientation session. You will be contacted by email if we have questions or need additional information.

Q: Is your substitute list closed?

A: Once the substitute orientation sessions are held for each school year, then substitute applications are not accepted again until the substitute packet for the next school year is posted on the website. Most substitute orientation sessions will be scheduled during the summer, prior to the start of the school year. Orientations may be periodically scheduled throughout the year as needed. Substitutes may not be activated until they attend an orientation session.

Q: I have been already been fingerprinted – can you accept those results?

A: We can accept your fingerprinting results if your fingerprinting was done through the Peoria County Regional Office of Education (672-6906), regardless of when they were done. You may contact the Peoria County Regional Office of Education to obtain a copy of your fingerprinting results if you had fingerprinting done there in the past. If they were done through another county’s Regional Office of Education, or another agency, you will need to have fingerprinting done through the Peoria County Regional Office of Education.

Q: I have had a recent physical performed. Can I submit those results?

A: The physical and TB test that we require must have been performed within the past 90 days. The physical results do not necessarily need to be recorded on the form that is included in the Substitute Packet, but the results must indicate that you are free of communicable, contagious, and infectious disease and found to be in adequate health to perform the duties of the position. The results must also be signed by a physician, an advanced practice nurse or physician’s assistant.
Q: What is the next step after my information has been submitted to you?

A: Your application and Substitute Packet will be reviewed by the District Office, and you will need to attend a substitute orientation session. If all documents are acceptable, you will receive an email from our office with login information for our automated substitute placement system, Aesop. This email will not be sent prior to completion of the orientation session. Once you receive this email, you are active as a substitute in our District and are eligible for assignments. Information submitted with your Substitute Packet (including email address, phone number, preferred schools, special subjects, and non-work days) will be entered in Aesop by the District Office. You may change these personal settings by logging in to Aesop.

Q: What is Aesop? How does it work?

A: Aesop is our automated substitute placement system. Once you receive an Aesop login, you may login to the Aesop website (http://www.frontlinek12.com/Products/Aesop.html) or call the 800-942-3767 to view open assignments that are within your visibility. Every sub has a unique visibility of assignments based upon availability, preferred schools, assigned skills, school and employee preferred substitute lists, etc. Aesop makes outgoing phone calls for openings that have not been filled online or from incoming calls from substitutes. However, only about 7% of openings are filled by outgoing calls – most of them are filled by substitutes proactively logging in or calling Aesop. If you are on an employee’s preferred sub list, you will receive an email as soon as an absence is created (or approved in some cases), up to 120 days before the start of the absence. You will be able to see assignments for that employee before the substitutes who are not on the employee’s preferred list. If you are on a school’s preferred list, you will see assignments for that school before substitutes who are not on the school’s preferred list.

Q: Can I change my Aesop settings?

A: You may change your PIN, phone number and email address by logging in to Aesop. You may also change your preferred schools, your calling times (Aesop’s current call times are 5:30 am – 11:59 am, and 4:00 pm – 10:00 pm). In addition, you can add non-work days for days that you are not available. Aesop will not contact you for assignments that occur on days that you’ve entered as non-work days; however, Aesop may contact you on non-work days regarding future assignments.
Q: Are there written instructions on how to use Aesop?

A: An Aesop User Guide for substitutes is available on the District website at www.dunlapcusd.net. Click on the “Resources” tab, and then on “Aesop User Guide – Substitutes”.

Q: What if an assignment changes – will I be notified?

A: You will be notified by Aesop by email, phone call, and/or website notification if an assignment changes or is canceled.

Q: I cannot access my Aesop account (during the summer months). Help!

A: All substitute accounts are inactivated in Aesop at the end of each school year. Substitutes are not able to login to Aesop until they have been activated for the upcoming school year.

Q: I am a teacher who is retired or will retire with the Dunlap School District. How do I become a sub?

A: You must go through the substitute process outlined on the District website at www.dunlapcusd.net/Employment. Click on the link on the left hand side called “Substitute Teaching/Aide Information”. Detailed instructions will guide you through the process, which entails submitting an online application, completing and submitting a Substitute Packet to the District Office, and attending a substitute orientation. Please wait to submit your documents until you have ALL documents ready. You will need to have fingerprinting and a TB test/physical performed. We can access documents that we may already have on file (transcripts, certificate/license, I-9, documents establishing identity and employment eligibility, etc.) to include with your Substitute Packet.

Q: I worked as a substitute in your District in a prior school year(s), but have not been renewed for this school year, and would like to be activated as a sub for the current school year. What do I need to do?

A: You should contact Krystal Ledger at kledger@dunlapcusd.net or (309) 691-3955 and let her know that you are interested in subbing this year. If you were on the active sub list for the prior school year, she will forward you the substitute renewal paperwork. You will not need to have a new TB test/physical done unless you have
not worked for the current school year or the prior school year. You will need to attend a substitute orientation session before being renewed if you have not attended one in the past.

Q: How do I renew to be a sub for next school year?

A: If you are an active sub for the current school year, you will receive renewal information by mail over the summer, once the school year is complete. Once you meet the outlined requirements for renewal, then you will be activated as a sub for the upcoming school year. You will receive an email with your Aesop login once you have been re-activated.

Q: Is there a way to be notified of available assignments without logging in or calling Aesop?

A: Frontline Technologies (creators of Aesop) offers a subscription service called “Jobulator” that searches the user’s available job list once per minute and sends an alert to their computer, iOS device (iPhone, iPad, iPod touch), or Android-powered device when a job is found in their Aesop account. Jobulator does not change how Aesop works for our District and substitutes. Jobulator will honor the skill matching and preference list settings that are already configured in Aesop. If you have questions or are interested in Jobulator, please visit www.jobulator.com, or email support@jobulator.com.

Q: I’m interested in working for the district in another position. How do I apply?

A: Substitute teachers and substitute teacher’s aides need to use the external application process to be considered for other positions within the District. You may apply for a specific position via the District’s on-line application process. A link can be found on the Employment page of the District’s website.