

## Substitute Teacher

*Substitute Teachers serve an important role as support for our students. Everyday Substitute Teachers manage the classroom, provide instruction for students, promote positive student behavior and ensure the safety and security of our students. Substitutes are not required to live within the City of Chicago.*

## Application Process

### ✓ STEP ONE: Substitute Teacher Application

Candidates with a Bachelors' Degree who are interested in a position as a **Substitute Teacher** can visit our website at [www.cps.edu/iwanttosub](http://www.cps.edu/iwanttosub) to quickly locate the **Substitute Teacher** application.

### ✓ STEP TWO: Upload Required Documents

The **Substitute Teacher** application will require verification of your credentials. Please upload a copy of your **Illinois State Board of Education Substitute Teacher License** and a current resume. To access a copy of your license please visit [www.isbe.net](http://www.isbe.net) to print/save a copy for your upload. For information on how to obtain a license please visit <http://goo.gl/6c8Kly>

### ✓ STEP THREE: Interview

Prospective candidates will be scheduled for an interview with CPS Talent Acquisition.

### ✓ 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 assignments.



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

[www.cps.edu/careers](http://www.cps.edu/careers) | (773) 553-4748 | [iwanttosub@cps.edu](mailto:iwanttosub@cps.edu)

