



ALSIP, HAZELGREEN AND OAK LAWN SCHOOL DISTRICT 126

Craig Gwaltney
Superintendent

Steve Gress,
Assistant Superintendent

11900 South Kostner Avenue
Alsip, IL 60803-2307
708-389-1900
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www.dist126.org

Hazelgreen Elementary
Lane Elementary
Stony Creek Elementary
Prairie Junior High
District 126 EC Center

School Year 2023-2024

Dear Applicant:

School District 126 is accepting applications for substitute teaching for the school year 2023-2024. Our district utilizes the Aesop System to notify our subs of available positions. After you have completed all necessary paperwork, you will receive a letter explaining how to use the Aesop automated system. Pay has been set at \$150 per day. After ten total days with the district in any year, the rate increases to \$175 per day.

Since you are a new substitute teacher in our district, you will need to contact the South Cook Intermediate Service Center. They will handle fingerprinting, background checks and other information. Necessary paperwork and procedures for this process can be found at the South Cook website, www.s-cook.org, or by calling (708) 754-6600.

Once you have completed the background process and have received an approval letter from South Cook, complete the application online for our district, if you have not already done so. You will also need to call our District Office (708-389-1900) to schedule an appointment to come in and fill out additional paperwork. You will need to bring your Driver's License and Social Security card and the approval letter from South Cook to our office for us to put a copy in your file.

Substitute teachers are participants of the Teachers Retirement System of the State of Illinois, as mandated. You need only complete the Membership Information Record and Nomination of Beneficiary forms with one school district, even if you substitute in multiple districts. Please indicate on the application in which district you filed the original of these forms. If you wish to file the forms with School District 126, please contact our office to have these forms mailed to you and include them with your application. **This information is vital to credit your days and earnings properly to Teachers' Retirement.**

If you have any questions, please call Mary Ott, at (708) 293-3582.

Sincerely,

CRAIG GWALTNEY