The Chicago Public Schools invites all candidates with a strong desire to make an impact in urban education to become Substitute Teachers with our district. Substitute teaching provides candidates with an opportunity to apply their education and experience in the classroom. Come and join us in making a difference today in the lives of tomorrow’s leaders!

Substitute Teacher Application Process

- **STEP ONE: Substitute Teacher Application**
  Candidates who are interested in substitute teaching can visit our website at [www.cps.edu/careers](http://www.cps.edu/careers). Click on **TEACH IN OUR SCHOOLS**. Next, select **ALL CPS JOBS**. Once you have arrived at our Careers Page, locate the Job Number field and enter **1400014H** to quickly locate the **SUBSTITUTE TEACHER** application.

- **STEP TWO: Upload Required Documents**
  The **Substitute Teacher** application will require verification of your teaching credentials. Please upload a copy of your Illinois teaching or substitute teaching license and a current resume. To access a copy of your teaching credentials please visit [www.isbe.net](http://www.isbe.net) to print/save a copy for your upload.

- **STEP THREE: Interview**
  Prospective candidates will be scheduled for an interview with a CPS Administrator. Please note that teacher candidates that have been accepted into the Teacher Quality Pool will be waived from a substitute teacher interview since they completed an interview during the Teacher Quality Pool application process.

- **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 teacher assignments.
**STEP ONE: Substitute Teacher Assistant Application**
Candidates who are interested in a position as a Substitute Teacher Assistant can visit our website at [www.cps.edu/careers](http://www.cps.edu/careers). Click on **TEACH IN OUR SCHOOLS**. Next, select **ALL CPS JOBS**. Once you have arrived at our Careers Page, locate the Job Number field and enter **140000N2** to quickly locate the Substitute Teacher Assistant application.

**STEP TWO: Upload Required Documents**
The Substitute Teacher Assistant application will require verification of your NCLB credentials. Please upload a copy of your Illinois State Board of Education Paraprofessional (NCLB) License and a current resume. To access a copy of your certification please visit [www.isbe.net](http://www.isbe.net) to print/save a copy for your upload.

**STEP THREE: Interview**
Prospective candidates will be scheduled for an interview with CPS Substitute Services.

**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.

*The Chicago Public Schools invites all candidates with a strong desire to make an impact in urban education to become a Substitute with our district. Being a Substitute provides candidates the opportunity to apply their education and experience in the classroom.*

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

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**How much do substitute teacher assistants make?** Substitute Teacher Assistants earn $18.29 per hour.

**Do substitute teacher assistants have to live in the city?** Substitute Teacher Assistants are not required to live in Chicago.

**Does a candidate need to be licensed to be a substitute teacher assistant?** All candidates must have an NCLB Paraprofessional License issued by the Illinois State Board of Education. Candidates can visit [www.isbe.net](http://www.isbe.net) for more information.

**How do I find full-time job opportunities in CPS?**
All full-time open positions for Chicago Public Schools are located at [www.cps.edu/careers](http://www.cps.edu/careers). Click on **Support our Schools** to view all job openings.
The Chicago Public Schools invites all candidates with a strong desire to make an impact in urban education to become a Substitute with our district. Being a Substitute provides candidates the opportunity to apply their education and experience in the classroom.

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Substitute SECA Application Process

- **STEP ONE: Substitute SECA Application**
  Candidates who are interested in a position as a Substitute Special Education Classroom Assistant can visit our website at [www.cps.edu/careers](http://www.cps.edu/careers). Click on TEACH IN OUR SCHOOLS. Next, select ALL CPS JOBS. Once you have arrived at our Careers Page, locate the Job Number field and enter **140000N7** to quickly locate the Substitute Special Education Classroom Assistant application.

- **STEP TWO: Upload Required Documents**
  The Substitute Special Education Classroom Assistant application will require verification of your NCLB credentials. Please upload a copy of your Illinois State Board of Education Paraprofessional (NCLB) License and a current resume. To access a copy of your certification please visit [www.isbe.net](http://www.isbe.net) to print/save a copy for your upload.

- **STEP THREE: Interview**
  Prospective candidates will be scheduled for an interview with CPS Substitute Services.

- **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.

How much do substitute SECAs make?
Substitute Special Education Classroom Assistants earn $20.61 per hour.

Do substitute SECAs have to live in the city?
Substitute Special Education Classroom Assistants are not required to live in Chicago.

Does a candidate need to be licensed to be a substitute SECA?
All candidates must have an NCLB Paraprofessional License issued by the Illinois State Board of Education. Candidates can visit [www.isbe.net](http://www.isbe.net) for more information.

How do I find full-time job opportunities in CPS?
All full-time open positions for Chicago Public Schools are located at [www.cps.edu/careers](http://www.cps.edu/careers). Click on Support our Schools to view all job openings.

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Substitute Clerk Application Process

**STEP ONE: Substitute Clerk Application**
Candidates who are interested in a position as a Substitute Clerk can visit our website at [www.cps.edu/careers](http://www.cps.edu/careers). Click on TEACH IN OUR SCHOOLS. Next, select ALL CPS JOBS. Once you have arrived at our Careers Page, locate the Job Number field and enter **140000MY** to quickly locate the Substitute Clerk application.

**STEP TWO: Upload Required Documents**
- The Substitute Clerk application will require the upload of a current resume.

**STEP THREE: Interview**
- Prospective candidates will be scheduled for an interview with CPS Substitute Services.

**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.

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**How much do Substitute Clerks make?**
Substitute Clerks earn $13.97 per hour.

**Do Substitute Clerks have to live in the city?**
Substitute Clerks are not required to live in Chicago.

**Does a candidate need to be licensed to be a Substitute Clerk?**
No license is needed to be a Substitute Clerk. Candidates must have a High School diploma and at least one year of clerical experience.

**How do I find full-time job opportunities in CPS?**
All full-time open positions for Chicago Public Schools are located at [www.cps.edu/careers](http://www.cps.edu/careers). Click on Support our Schools to view all job openings.