

Substitute Special Education Classroom Assistant

Substitute Special Education Classroom Assistants serve an important role as support for our students with special needs. Everyday Sub-SECAs provide one on one tutoring, assist student with personal care and other physical needs, and serve as support for teachers with instruction. Substitutes are not required to live within the City of Chicago.

Application Process

✓ STEP ONE: Substitute SECA Application

Candidates may apply online on our website at www.cps.edu/iwanttosub. Once you have arrived at our Substitute Employment Opportunities page, locate **Substitute Special Education Classroom Assistant** and click Apply Now.

✓ 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. For information on how to obtain a license please www.isbe.net/licensure. To access a copy of your license or for information regarding the WorkKeys Assessment please visit the Illinois State Board of Education website at www.isbe.net.

✓ 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.



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

www.cps.edu/careers | (773) 553-4748 | iwanttosub@cps.edu

