

Paraprofessional Licensure is required through ISBE to work in this position as a Substitute or as a full-time employee. In order to get the licensure, please visit the website for the Regional Office of Education at [www.roe17.org](http://www.roe17.org) and use the Paraprofessional tab. The process is listed, as well as the fees. The final step is to register your licensure in Region 17 (DeWitt, Livingston, and McLean). Copies of your transcripts **or** results of the Para Pro test are required for your personnel file. If you do not have any college experience, you may contact the Regional Office of Education at 309-888-5120 to inquire about taking the Work Keys test – which is given one day per week.

Substitute Paraprofessionals work 7.25 hours per day with a half hour unpaid lunch (compensated for 6.75 hours per day). There are not any benefits associated with this position.

The pay rates below reflect the needs of the student(s). Substitute Paraprofessionals punch in and out on the time clock. Your six-digit or seven-digit Employee ID number is required for this function. If you need assistance with the time clock, the assistant in the office will be able to assist your needs.

Pay periods are 1<sup>st</sup> – 15<sup>th</sup> of the month and 16<sup>th</sup> – 31<sup>st</sup> of the month. Pay days are on the 13<sup>th</sup> and 28<sup>th</sup> of each month. If either of those dates fall on the weekend, payday is on Friday.

There are three different classifications for Substitute Paraprofessionals.

- Substitute Paraprofessional I - \$12.62 per hour – effective 9/01/2020
- Substitute Paraprofessional II - \$14.41 per hour – effective 9/01/2020
- Substitute Paraprofessional, Retired - \$1 over Para I or Para II rate