

# Sub Para Compensation and Information

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 Para Pro test – which is given one day per week.

Substitute Paraprofessionals work 6.75 hours per day with a half-hour unpaid lunch. There are not any benefits associated with this position.

The two pay rates below reflect the needs of the student(s). Substitute Paraprofessionals punch in and out on the time clock—your six-digit Employee ID number is needed to do this. If you need assistance with punching the time clock, the building assistant will be able to help you.

Pay periods are the 1st – 15th of the month and the 16th – 31st of the month. Pay days are on the 13th and 28th of each month. If either pay date falls on the weekend, you are paid on Friday. The different classifications for Substitute Paraprofessionals are listed below:

- Substitute Paraprofessional I - \$11.63 per hour – effective 8/15/16
- Substitute Paraprofessional II - \$13.28 per hour – effective 8/15/16
- Substitute Paraprofessional, Retired - \$1.00 over Para I or II rate