



2024-2025

Guest Worker Handbook

Indian Prairie School District 204
780 Shoreline Drive
Aurora, IL 60504

630-375-3000 phone - 630-375-3006 fax

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Information At-A-Glance

For General Questions: Human Resource Department, hr@ipspd.org

For Payroll Questions: Kathryn Barlas, Payroll Specialist, kathryn_barlas@ipspd.org

Useful Contacts:

DuPage Regional Office of Education: www.dupageroe.org – 421 N. County Farm Road, Wheaton

Illinois State Board of Education: www.isbe.net

Educator Licensure System: <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>

Teacher's Retirement System: <https://www.trsil.org> or 800-877-7896

Disclaimer

This Guest Worker Handbook is for your use as a source of information about Indian Prairie Community Unit School District 204 and your Guest Worker role. Nothing in this handbook creates or is intended to create a contract of employment, either expresses or implied. Nor does the handbook provisions establish an employment relationship where one would not otherwise exist. You are an **at-will** employee or independent contractor of the district and your relationship with the district may be terminated by you or the district at any time, with or without cause.

District Residents and Available Positions

Guest Workers are a valued part of our school community and may also be residents of District 204. It is in the best interest of our students, particularly those in neighborhood schools, that our Guest Workers do not seek or accept assignments in the school(s) in which their own children attend. Thank you for respecting the privacy of our families and your neighbors/friends.

Please note that you are subject to the policies of the district's Board of Education. Some, but not all, of those policies are summarized in the Handbook. If a Board of Education policy and/or applicable law conflicts with a provision in the handbook, the policy and/or law shall control.

The district does not guarantee specific benefits or terms of employment. Board policies, the provisions of this handbook, district benefits, and district procedures may be changed or revoked at any time, without notice to you and without your consent.

Frontline Education (Absence Management and Time & Attendance)

The district uses two programs from Frontline Education, Absence Management and Time & Attendance. These programs are accessed through the Frontline Single Sign On platform. Frontline has recommended that you bookmark their universal URL: <https://app.frontlineeducation.com>. You will be provided a Frontline ID at the time of hire to use on the SSO platform.

When you're logged in, you can toggle between the different programs by using the top left menu option. It will look something like this:



Requirements to be a Guest Teacher

1. Complete an online application.
2. Must have a valid Illinois Professional Educator License (PEL), Substitute Teaching License (SUB) or Short-Term Substitute License (STS) registered in DuPage County for the current year.
3. Successfully complete a criminal history background investigation.
4. Must complete all state mandated training modules by their due dates.
5. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
6. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
7. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days (*See Health Requirements*).
8. Complete the I-9 Employment Eligibility Verification form.
9. Have a current telephone number.
10. Provide his/her own transportation.
11. Demonstrate flexibility and a dedication to providing instruction.

Requirements to be a Guest Teacher Assistant

1. Complete an online application.
2. Must have a valid Illinois Educator License with Stipulations (PARA), Professional Educator License (PEL) or Substitute Teacher License (SUB) registered in DuPage County.
3. Successfully complete a criminal history background investigation.
4. Must complete all state mandated training modules by their due dates.
5. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
6. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days (*See Health Requirements*).
7. Complete the I-9 Employment Eligibility Verification form.
8. Have a current telephone number.
9. Provide his/her own transportation.
10. Demonstrate flexibility and a dedication to aiding instruction.

Requirements to be a Clerical Guest Worker

1. Complete an online application.
2. Successfully complete a criminal history background investigation.
3. Must complete all state mandated training modules by their due dates.
4. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
5. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days (*See Health Requirements*).
6. Complete the I-9 Employment Eligibility Verification form.
7. Have a current telephone number.
8. Provide his/her own transportation.
9. Demonstrate flexibility and a dedication to providing clerical assistance.

Health Requirements

All Guest Workers working with children in schools in Illinois must have a negative tuberculosis x-ray or skin test. Chest X-rays or skin tests are acceptable. The state also requires that evidence of physical fitness and freedom from communicable disease (a physical examination) is on file with the district. A licensed physician or certified nurse practitioner must perform the physical examination. Once on file, these exams do not need to be repeated.

Blood Borne Pathogens/Mandated State Tutorials

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for the District. This plan covers all employees who could be in contact with blood and other potentially infectious materials as the result of performing their job duties. All new or returning Guest Workers must complete all mandated tutorials (<http://www.gcctraining.com>).

Licensure

It is the Guest Teacher's responsibility to keep track of how many days he/she works.

If a Guest Teacher holds a Professional Educator License (PEL), then he/she can work as much as they want, but only for the same teacher for up to 120 days.

If a Guest Teacher holds a Substitute Teacher License (SUB), then he/she can work as much as they want, but only for the same teacher for up to 90 days. A Guest Teacher with a Substitute License is not eligible for long term assignments.

If you need your transcripts translated and evaluated, please use one of the organizations approved by the ISBE: <https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf>

Professional Responsibilities of the Guest Worker

All Guest Workers must first report to the **school's main office** to pick up a Guest Worker badge and log themselves into Time & Attendance. Guest Workers should have proper identification (Driver's License, State ID, etc.) available to allow the secretary to process them through the Raptor system.

Guest Teachers are required to complete the work related to the teaching day. This includes but is not limited to the following:

1. Carry out the lesson plans left by the teacher.
2. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
3. Be actively engaged with students during your assignment and all other duties as assigned.
4. Complete all reports normally required of the regular teacher, including attendance.
5. Maintain classroom discipline with exemplary classroom management skills/techniques.
6. Whenever possible and with administrative permission, correct papers for assignments given during the stay in the classroom.
7. Be ready and willing to work as needed with administrative personnel during free periods. If a Guest Teacher is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, then do so. No additional pay will be given for working during a regular teacher's free periods.
8. Never leave students unattended. A licensed staff member should always be present with students.
9. Maintain a high level of integrity regarding confidential information about students, parents, staff, and other school related matters.
10. Please do not eat or drink in the classroom. A water bottle is acceptable.
11. Personal use of a cell phone or the laptop is not permitted during instructional time. To ensure that students are not disrupted, please turn your cell phone off or to silent.
12. Keep your comments professional and appropriate. Avoid discussion of students, teachers, or procedures at other buildings. Share any comments or concerns by using the feedback sheet in Absence Management or talk to an administrator.

If you have questions about any of the above or any other responsibilities, contact the building administrator, student service coordinator, department chairperson, or the HR Department.

Student Classroom Management

The Guest Teacher is responsible for classroom management. Should issues occur that may be disciplinary in nature, immediately obtain the assistance of the principal, assistant principal, or student service coordinator. Please read and follow the classroom management or behavior expectation plan. If no plan is included in the teacher's lesson plans, please ask a fellow teacher and leave a note requesting this be included for future needs.

Student Safety

Each member of the staff is responsible for the safety of students under his/her care. If any child appears to be ill or hurt, contact the nurse's office. Generally, a nurse or health assistant is always on duty at all school levels.

Emergency Procedures in the Building

Guest Workers should take a few minutes to become familiar with the building and the emergency procedures (Fire Drill, Tornado Drill, Lockdown Protocol, and Active Shooter) for the building. If the information cannot be located, please request it from the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit, and proceed to a safe distance away from the building.

Appearance

Professional appearance (business casual attire at a minimum) and neat grooming are expected of all Guest Workers in District 204. Inappropriate attire includes but is not limited to low cut pants (includes, shorts and miniskirts), bare midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

School Board Policy

Indian Prairie School District 204 policy and Illinois Law states that smoking on district property is not permitted. If you smoke, please use your car, and move it off school grounds. Use of alcohol or drugs on district property is strictly prohibited.

The following Board Policies are available for review in each building's lounge/workroom or on the district web site: www.ipspd.org:

Ethics & Conduct - <http://board.ipspd.org/Uploads/Policies/Section%205/5120.pdf>

Americans' With Disabilities Act - <http://board.ipspd.org/Uploads/Policies/Section%205/5180.pdf>

Sexual Harassment - <http://board.ipspd.org/Uploads/Policies/Section%205/0520.pdf>

Emergency School Closing Information

Check Absence Management

Check the district website: www.ipspd.org

Check local television stations or call the Emergency Closing Center Hotline (312-222-SNOW)

Technology Access

All Guest Workers are provided an IPSD email address and access to the district's network and Single Sign On (SSO) portal. Access to electronic communication and resources comes with responsibility and appropriate use. All staff are required to annually complete the district's mandated technology use tutorial. You will be provided your email address and login credentials at the time of hire.

Change of Personal Information

Update your phone number or email address in Absence Management. Changes in personal information (name or address) should be made with the HR Department or via Skyward Self Service.

Assignment of Guest Workers

Guest Workers are not guaranteed a minimum number of assignments, but every effort is made to distribute assignments evenly. We encourage all workers to complete a minimum of **20** assignments throughout the year. Please make yourself available for a reasonable percentage of placements and if unable to work, it is your responsibility to contact the HR Department. These requests will be reviewed and a final decision regarding your status on the list will be communicated to you.

Procedures for Guest Worker Placements

Assignments are created through Frontline Education's **Absence Management**. The system is available 24 hours a day, 7 days a week via the internet or phone (<https://app.frontlineeducation.com> OR 1-800-942-3767). Guest Workers can expect a call between 5:00 AM and 11:00 AM and 4:00 PM and 10:00 PM, unless you've changed your call settings. Calls in the morning are for placements for that day only. In special cases, Guest Workers are called during school hours for assignments for that day. Assignments are not guaranteed and are based on the needs of the building.

If you are going to be unavailable for an extended period, please indicate that in your Absence Management Interactive Calendar.

Cancellations are made through Absence Management unless you are within one (1) hour of your reporting time. You will need to contact the appropriate building secretary in addition to logging into Absence Management to cancel the assignment. Guest Workers canceling at the last minute will result in Absence Management blocking viewing access for any other open assignments for that day. Phone numbers of the buildings are located at the end of this handbook as well as available on our website. Should you become ill and cannot finish an assignment, contact the building administrator/secretary immediately so that a new Guest Worker can be obtained. Please do not leave your assignment without notifying the appropriate school personnel.

Assignment to Regular Teaching Status

To be considered as a long-term substitute teacher or hired as a licensed teacher, you must have an Illinois Professional Educator License (PEL). Each year several Guest Workers are employed for long-term assignments or as full-time teachers. If a Guest Worker wishes to be considered for leave of absence assignments or permanent positions, please complete an online application for that vacancy or contact the building administrator.

Removal from the Guest Worker Roster

Guest Workers may be removed from the Guest Worker roster due to inactivity (lack of substituting), at their own request, or upon request(s) from several building administrators. Removal may be **temporary** or **permanent**. The HR Department will make and communicate the final decision.

Compensation & Benefits

Guest Teachers are paid **\$126/day**

Guest Teaching Assistants are paid **\$16.48/hour**

Clerical Guest Workers are paid **\$19.06/hour**

Dedicated Building Subs are paid **\$185/day**

Long Term Substitutes (covering for the same teacher for an extended period) are paid **\$300/day**

Retired 204 staff

Teachers are paid **\$300/day**

Assistants are paid **\$17.74 or rate at retirement**

Secretaries are paid **\$20.62 or rate at retirement**

All Guest Teachers contribute to TRS rather than FICA. For more information regarding the specifics of these retirement plans, please contact <https://www.trsil.org> or www.socialsecurity.gov.

A Guest Teacher who reports to a building as directed for a teaching assignment and upon arrival is made aware that the assignment has changed, is then expected to take the changed assignment. If you choose to decline the new assignment you will not be paid. If you arrive at a building and no assignment is available due to building and/or scheduling error, you will be paid for no less than one hour of work. The HR Department reserves the right to determine pay for any assignment disputes.

Guest Teaching Assistants will be paid for one hour of work due to scheduling and/or building errors.

Our Guest Teachers generally work full or half day assignments. If they work less than a full day but more than a ½ day, they will be paid for the hours they work. If they work less than a ½ day, they will be paid for the hours they work.

Guest Workers who accept an assignment for a staff member that works at multiple buildings may be entitled to mileage reimbursement if travelling to multiple buildings on the same day for that employee's absence. If approved for reimbursement, mileage reimbursement will only be for the distance to and from each school. The Mileage Reimbursement Form is available at each school and should be submitted to the secretary at the end of the assignment that day.

Guest Workers may be covered under workers compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator and complete an Accident Report Form with the nurse on the same day as the accident occurs.

The district encourages all Guest Workers to enroll in direct deposit. Fringe benefits are not available to Guest Workers.

Recording Time

Timecards are automatically generated through Frontline Education's **Time & Attendance** when you accept an assignment in **Absence Management**. You are required to clock in and out of each assignment. Your pay is based on this. You can clock in and out through the timeclock at each school or directly through the Frontline Single Sign On portal.

Timekeeping Options	Your Process
Laptop (in the main office or school lounge)	Type in your Time & Attendance User ID and Pin
Mounted Wall Clock	Type in your Time & Attendance User ID and Pin
Website Login	Log into the Frontline Insights Platform: https://app.frontlineeducation.com Select your role and click the Time Clock icon.

Your Time & Attendance User ID and Pin will be provided to you at the time of hire.

Pay Dates

Pay dates are on the 15th and the last day of the month. If either of those should fall on a weekend, you will be paid on the last workday before. Pay is for the time worked in the previous pay period. For example, if you work from January 1-15, you are paid for those days on January 31. Please remember to log yourself into Time & Attendance and keep a record of the days you worked. **If there are questions regarding a paycheck, please contact Kathryn Barlas (630-375-3773) in the Payroll Department.**

07/31/2024	10/15/2024	01/15/2025	04/15/2025
	10/31/2024	01/31/2025	04/30/2025
08/15/2024	11/15/2024	02/14/2025	05/15/2025
08/31/2024	11/25/2024	02/28/2025	05/30/2025
09/13/2024	12/13/2024	03/14/2025	06/13/2025
09/30/2024	12/20/2024	03/31/2025	06/30/2025
			07/15/2025

Work Hours

Clerical Guest Worker hours will vary based on the hours of the permanent employee in that position.

Prairie Children Preschool

Guest Teacher Hours:

7:30 – 3:05 – All day

7:30 – 11:00 – AM half-day

11:00 – 3:05 – PM half-day

Guest Teacher Assistant Hours:

7:30 – 3:00 – All day

7:30 – 11:00 – AM half day

11:30 – 3:00 – PM half day

Elementary Schools

Guest Teachers Hours:

8:15 – 3:50 All day

8:15 – 12:00 AM half day

12:00 – 3:50 PM half day

Guest Teacher Assistant Hours:

8:20 – 3:50 All day

8:20 – 12:05 AM half day

12:05 – 3:50 PM half day

Middle Schools

Guest Teacher Hours

7:30 – 3:05 All day
 7:30 – 11:15 AM half day
 11:15 – 3:05 PM half day

Guest Teacher Assistant Hours

7:35 – 3:05 All day
 7:35 – 11:20 AM half day
 11:20 – 3:05 PM half day

High Schools and Transition Program

Guest Teacher Hours

7:10-2:45 All day
 7:10-10:55 AM half day
 10:55-2:45 PM half day

Guest Teacher Assistant Hours

7:10-2:40 All day
 7:10-10:55 AM half day
 10:55-2:40 PM half day

Wheatland - Gail McKinzie High School

Guest Teacher Hours

7:25-2:55 All day
 7:25-11:10 AM half day
 11:10-3:00 PM half day

Guest Teacher Assistant Hours

7:25-2:55 All day
 7:25-11:10 AM half day
 11:10-2:55 PM half day

List of Schools & Contact Information**Administrative Office****Crouse Education Center**

780 Shoreline Drive, Aurora, IL 60504

375-3000

Early Childhood**Prairie Children Preschool – Crouse Education Center**

780 Shoreline Drive, Aurora, IL 60504 (Please enter Door 1 on Prairie Lake Court)
 Sally Osborne – Principal

375-3030

Elementary Schools**Brookdale Elementary School**

1200 Redfield Road, Naperville, IL 60563
 Keeley Schmid – Principal

428-6800

Gwendolyn Brooks Elementary School

2700 Stonebridge Boulevard, Aurora, IL 60504
 Carol Betzold – Principal

375-3200

Wayne Builta Elementary School

1835 Apple Valley Road, Bolingbrook, IL 60490
 Adrienne Morgan – Principal

226-4400

Robert E. Clow Elementary School

1301 Springdale Circle, Naperville, IL 60564
 Katherine Bennett – Principal

428-6060

Mary Lou Cowlshaw Elementary School

1212 Sanctuary Lane, Naperville, IL 60540
 Carlos Azcoitia – Principal

428-6100

Fry Elementary School

3204 Tallgrass Drive, Naperville, IL 60564
Laurel Hillman – Principal

428-7400

Georgetown Elementary School

995 Long Grove Drive, Aurora, IL 60504
Jill Keller – Principal

375-3456

Peter M. Gombert Elementary School

2707 Ridge Road, Aurora, IL 60504
Jeremy Ricken – Principal

375-3700

V. Blanche Graham Elementary School

2315 High Meadow Road, Naperville, IL 60564
Rachel Witkowski – Principal

428-6900

Oliver Julian Kendall Elementary School

2408 Meadow Lakes Drive, Naperville, IL 60564
Breah Jerger – Principal

428-7100

Longwood Elementary School

30W240 Bruce Lane, Naperville, IL 60563
Michael Zeman – Principal

428-6789

May Watts Elementary School

800 Whispering Hills Drive, Naperville, IL 60540
Kaitlyn Kempinski – Principal

428-6700

McCarty Elementary School

3000 Village Green Drive, Aurora, IL 60504
Sherry Fredericks – Principal

375-3400

Owen Elementary School

1560 West Glen Drive Naperville, IL 60565
Heather Whisler – Principal

428-7300

Patterson Elementary School

3731 Lawrence Drive, Naperville, IL 60564
Michelle Hebenstreit – Principal

428-6500

Peterson Elementary School

4008 Chinaberry Lane, Naperville, IL 60564
Allison Landstrom – Principal

428-5678

Reba O. Steck Elementary School

460 Inverness Drive, Aurora, IL 60504
Elizabeth Pohlmann – Principal

375-3500

Spring Brook Elementary School

2700 Seiler Drive, Naperville, IL 60565
David Worst – Principal

428-6600

Arlene Welch Elementary School

2620 Leverenz Road, Naperville, IL 60564

Sarah Nowak– Principal

428-7200

White Eagle Elementary School

1585 White Eagle Drive, Naperville, IL 60564

Tarah Fowler – Principal

375-3600

Nancy Young Elementary School

800 Asbury Drive, Aurora, IL 60504

Erin Rodriguez – Principal

375-3800

Middle Schools**Clifford Crone Middle School**4020 111th Street, Naperville, IL 60564

Melissa Couch – Principal

Molly Larson – Assistant Principal

Adam Chorba – Assistant Principal

428-5600

Gregory Fischer Middle School

1305 Long Grove Drive, Aurora, IL 60504

Kevin Schnable – Principal

Courtney DiFiore – Assistant Principal

Chris Malveaux – Assistant Principal

375-3100

Francis Granger Middle School

2721 Stonebridge Blvd., Aurora, IL 60504

Allan Davenport – Principal

Amanda Adams – Assistant Principal

Rachael Zozulia – Assistant Principal

375-1010

Gordon Gregory Middle School

2621 Springdale Circle, Naperville, IL 60564

Leslie Mitchell – Principal

Patrick C. Raleigh – Assistant Principal

Jennifer Wikoff – Assistant Principal

428-6300

Thayer J. Hill Middle School

1836 Brookdale Road, Naperville, IL 60563

TBD– Principal

Tim Lowe – Assistant Principal

Yoshakia Oden – Assistant Principal

428-6200

Thomas G. Scullen Middle School

2815 Mistflower Lane, Naperville, IL 60564

Scott Loughrige – Principal

Tandalaya White – Assistant Principal

Milton Harmon – Assistant Principal

428-7000

Jeffrey C. **Still** Middle School
 787 Meadowridge Drive, Aurora, IL 60504
 Kimberly Cornish – Principal
 Patricia Brand – Assistant Principal
 Ryan Shershen – Assistant Principal

375-3900

High Schools

Metea Valley High School
 1801 N. Eola Rd, Aurora, IL 60502
 Daniel DeBruycker – Principal
 Rodney Jones – Assistant Principal
 Quynh Harvey – Assistant Principal
 Laura James-Schrader – Assistant Principal

375-5900

Neuqua Valley High School
 2360 95th Street, Naperville, IL 60564
 Lance Fuhrer – Principal
 Kerry Cahill – Assistant Principal
 Melissa Wilson – Assistant Principal
 Michael O'Toole – Assistant Principal

428-6000

Neuqua Valley High School (Birkett Freshman Center)
 2720 95th Street, Naperville, IL 60564
 David Perry – Assistant Principal

428-6400

Waubonsie Valley High School
 2590 Route 34, Aurora, IL 60504
 Jason Stipp – Principal
 Ryan VanKampen – Assistant Principal
 Montrine Johnson – Assistant Principal
 Jason Schmidtgal – Assistant Principal

375-3300

Additional Facilities

STEPS Transition

The STEPS program is currently based at the Neuqua Valley High School (Birkett Freshman Center). It will be relocating during the 2022-2023 school year to 387 Shuman Blvd, Naperville, IL 60563
 Kimberly Maloney – Principal

Wheatland- Gail McKinzie High School
 3003 W 103rd Street
 LaTanya Harris – Principal

375-3375

