

**IF YOU WANT TO BE AN EFFINGHAM UNIT 40 SUBSTITUTE TEACHER,
YOU WILL NEED TO DO THE FOLLOWING:**

Sign up at the REGIONAL OFFICE OF EDUCATION, located on the 2nd floor of the County Building, 101 N. Fourth St., Room 204, in Effingham. Any questions before you go, call them at 217-342-4363.

The Regional Office will place you on the Regional Sub List after you have fulfilled their requirements: physical, background check, etc. This list is for the whole region-Altamont, Beecher City, Bond County, Brownstown, Dieterich, Effingham, Mulberry Grove, Ramsey, St. Elmo, Teutopolis, and Vandalia. After they have received your results and have all your paperwork, they will mail you a *Substitute Teacher Authorization* that states you have completed all of their requirements.

When you receive this *Substitute Teacher Authorization*, please bring it to the Effingham Unit 40 Board Office to complete Payroll paperwork. (You will need to complete payroll paperwork at any school district that you sub.) You will also need to bring your driver's license and social security card. We will make copies of them; all three documents are required for our files. We will then give you a payroll packet to complete for Unit #40; once complete, you will be entered into our District's system and may begin substituting.

Thank you.

Effingham Unit #40
2803 S. Banker St.
Effingham, IL 62401
Ph: 217-540-1500