

# ITASCA SCHOOL DISTRICT 10

ADMINISTRATIVE CENTER  
MR. CRAIG BENES, SUPERINTENDENT  
200 N. MAPLE ST.  
ITASCA, IL 60143-1722  
(630) 773-1232 Fax (630) 773-1342

## Application Process for Substitute Teachers and/or Teacher Assistants

### Licensure Requirement:

For Substitute Teacher – must possess a PEL (Professional Educator License)

For Teaching Assistant – must possess an ELS (PARA) – Educator License with Stipulations (Para Professional) or you must possess a PEL

### DuPage County Regional Office of Education Requirement

Persons interested in working as a substitute teacher and/or teacher assistant must be registered with the DuPage Regional Office of Education: 421 N. County Farm Road, Wheaton, IL 60187

PH: 630-407-5800

1. Apply online at [www.itasca.k12.il.us](http://www.itasca.k12.il.us)
2. Administrator accesses District 10 website and reviews applications. Interview is scheduled and conducted. Once approved by principal & superintendent, applicant will be directed to contact Barbara Parse, Human Resource. She will provide applicant with an employment packet and review fingerprinting process & physical requirement.
3. Once paperwork has been completed and all background information has been approved, the applicant's name and contact information is provided to Deb Jakubik, sub caller.

\* For full time and or part time employment, Barb Parse will contact the DuPage County Regional Office of Education to ensure that the applicant has the appropriate licensure and endorsements.

Sept. 2015



RAYMOND BENSON PRIMARY  
MRS. DAWN TURNER, PRINCIPAL  
301 E. WASHINGTON ST.  
ITASCA, IL 60143-2159  
(630) 773-0554  
Fax (630) 285-7474

ELMER H. FRANZEN INTERMEDIATE  
MR. JASON TAYLOR, PRINCIPAL  
730 N. CATALPA ST.  
ITASCA, IL 60143-1465  
(630) 773-0100  
Fax (630) 285-7468

F.E. PEACOCK MIDDLE SCHOOL  
MRS. HEIDI WEEKS, PRINCIPAL  
301 E. NORTH ST.  
ITASCA, IL 60143-1620  
(630) 773-0335  
Fax (630) 285-7460