

ILLINOIS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

IASPA This Week

April 21, 2025

IASPA.org



IASPA: We support the Human Resources professionals that support our schools

Join Today!

REGISTER **Virtual Job Fairs** **for Illinois School Employers**

IASPA's virtual job fairs help Illinois public schools meet potential candidates for employment. Your administrators and instructional leaders will make direct, private connections with new and veteran educators on the convenient online platform.

RECRUIT, HIRE, NETWORK:

licensed teachers school support professionals
licensed paraprofessionals **administrators**
substitute teachers for immediate hire & next school year

5.15.2025

Click for info & registration

Join Us for the Inaugural SUB SUMMIT! May 29, 2025 @ NIU Naperville

Whether you're looking to improve sub retention, streamline management processes, or build a more engaged substitute workforce, this summit offers practical solutions and networking opportunities to help you succeed.

IASPA Substitute Summit

NIU Naperville

May 29, 2025

8:00 AM

Registration and Breakfast

8:20 AM

LINDSAY JONAS
IASPA
SPENCER SUNDE
RED ROVER

Welcome and Top 10

Did you know that substitute teacher shortages are affecting schools across the country? Or that some states offer creative incentives to attract guest educators? Join us as we break down the Top 10 Need-to-Know Facts about substitutes—covering trends, challenges, and innovative solutions happening nationwide. Whether you're a school leader, HR professional, or educator, this session will give you key insights to better support and appreciate the guest teachers who keep our schools running smoothly.

8:45 AM

RENEE ZOLADZ
DIRECTOR OF HR
NEW TRIER HS DISTRICT

Building and Sustaining a Robust Substitute Teacher Pool

Creating and maintaining a strong substitute pool is essential for the success of any school district's HR department. Achieving this requires intentional efforts in outreach, comprehensive training, continuous professional development, and building meaningful relationships with substitutes. In this workshop, New Trier High School will share their proven strategies for not only having a surplus of substitutes but also keeping them engaged and connected to the district's mission. Learn how their approach fosters lasting relationships and ensures an enthusiastic and reliable substitute pool.

9:30 AM

LAURA HISOCK
OUTREACH
COORDINATOR
TRS

Subs Are Teachers Too!

Earnings and service credit are reported to TRS for each day of work by certified staff in your district. This includes your substitute teachers. Subs often do not receive benefits in the district but they are accumulating benefits with TRS, the same as your contracted staff. This presentation will outline how subs are earning their way to retirement, disability and death benefits with TRS.

10:15 AM

KENDRA ASBURY
DIRECTOR OF HR
HONONEGAH D207

Cha-Ching! Tracking Extra Pay with Google Forms and Sheets

Stop letting 'extra duty pay' become an 'extra burden'! This hands-on workshop will demo how to use Google Forms and Sheets to build a customized system for tracking supplemental pay records from your schools, ensuring transparent, accurate, and timely payments.

11:00 AM

LESLIE ALBEE &
SHERRILYN THOMAS
BLOOMINGTON D87

Empowering Substitutes: A Blueprint for Substitute Training

In this session, participants will learn how to set up an effective substitute teacher orientation, covering key steps like clocking in and out, accepting assignments, and introducing substitutes to their essential role in the classroom. We'll provide practical tips to ensure substitutes are well-prepared and supported for success in working with students.

11:45 AM

NORTH COOK ISC
LICENSURE TEAM

Licensed to Sub

No license? No problem! When a candidate doesn't have the right credentials, they're counting on you to help them navigate the path to becoming a licensed substitute teacher. This session will break down the options, shortcuts, and must-knows for getting them certified and classroom-ready. Because every great sub deserves a smooth ride to success!

12:30PM

Lunch & Sub Spark- Igniting Ideas for Guest Teacher Success

1:15 PM

CHERYL MOORE
DIRECTOR OF HR
NORTH COOK ISC

They Did What?

This session will provide a framework to address performance issues including when to exclude substitutes from specific assignments and when to remove them entirely from your district.

GINA HERMANN
ASSISTANT SUPT, D181

2:00 PM

Be Our Guest! Celebrating Your Guest Teachers

PANEL

Guest teachers step in and save the day—so let's make sure they feel valued! Join this panel discussion as we share creative, practical ways to celebrate, honor, and retain substitute teachers. From shout-outs to incentives, we'll explore strategies that make a lasting impact. Because a little appreciation goes a long way!

2:45 PM

Closing



Sponsored by
Red Rover

Register for the Sub Summit Today!

IASPA WEBINAR *Wednesdays*

WW. Women in Leadership; Lessons from the Field.

Monica Schroeder
Deputy Superintendent, North Shore SD 112
&
Rachel Fillipi
Student Services Coordinator, North Shore SD 112

Wednesday, April 23, 2025
12:00-1:00 PM

WW. 04.23.25

WW. Succession Planning for Success

Monica Schroeder
Deputy Superintendent
North Shore SD 112

Wednesday, May 21, 2025
12:00-1:00 PM

WW.05.21.25

A full list of 2024-2025 WWs is now open for registration!
Check them all out [HERE!](#)



W.W. Recording Archives

If you missed a Webinar Wednesday, check out the [Webinar Wednesday Archives](#) to view ALL of the previous sessions.

Click [HERE](#) for Archives

NOW HIRING!!

-Education Service Division Chair



Post your vacancy
today!

JOB BOARD

**More Positions
posted every
week.**

- Director of Student Services
- HR Data Analysts
- Chief Tech Officer
- Executive Director of High School
- Executive Director of HR
- Director of Student Services
- Director of HR and Talent Acquisition
- Executive Director of SpEd
- AVAC
- Superintendent
- Network & Systems Infrastructure Engineer
- IT System Support Specialist
- Director of Human Resources
- Director of Safety & Security
- Director of Info Technology & Innovation
- Director of Language Programs
- Building Principal Positions (+5)

IASPA ADMIN
ACADEMIES

THIS WEEK & Seats still available

AA #3993 Employee Discipline in the K-12 Setting- April 2025 - ONLINE

This course provides K-12 HR Administrators with strategies to examine current HR processes to identify opportunities for reviewing contract language, conducting employee investigations, and crafting letters of reprimand through the lens of progressive discipline. The presenters will share successful strategies and instruct participants on how to create and implement similar strategies in their respective district to ensure compliance with contract language, school code, employee law, and best practices.

AA #3993 4.25.2025

AA #3859 Essentials of the School HR Office - June 2025 - ONLINE

This course provides HR Administrators with information about the key responsibilities of the Human Resources role and the essentials of the work of the HR Office. The presenter will cover the various standards an administrator needs to be aware of in the management of human resources and operational procedures.

AA #3859 6.12.2025



This Week's TOP TOPICS

- Dr. Slip
- Independent Medical Exam
- Elementary District- Grants Manager?

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