

## Substitute Clerk

*Substitute Clerks serve an important role as support for our school administrators. Everyday Sub-Clerks provide excellent customer service as they greet and direct visitors and staff, schedule appointments for administrators and manage the school office. Substitutes are not required to live within the City of Chicago.*

### Application Process

#### ✓ STEP ONE: Substitute Clerk Application

Candidates with a high school diploma who are interested in a position as a **Substitute Clerk** can visit our website at [www.cps.edu/iwanttosub](http://www.cps.edu/iwanttosub). Once you have arrived at our Substitute Employment Opportunities page, locate the job title and click Apply Now:

- **Substitute Clerk**
- **Bilingual Sub Clerk**

#### ✓ STEP TWO: Upload Required Documents

The **Substitute Clerk** application will require the upload of a current resume.

#### ✓ STEP THREE: Interview

Prospective candidates will be scheduled for an interview with CPS Substitute Services.

#### ✓ STEP FOUR: Onboarding

Selected candidates will receive an offer letter with instructions on how to complete our electronic onboarding process.

#### ✓ STEP FIVE: Substitute Services System Overview

Upon completion of onboarding, the Substitute Services team will provide an overview via email of the automated substitute placement system (Aesop) used for daily substitute assignments.



*Come and join us in making  
a difference today in the  
lives of tomorrow's leaders!*

[www.cps.edu/careers](http://www.cps.edu/careers) | (773) 553-4748 | [iwanttosub@cps.edu](mailto:iwanttosub@cps.edu)

