

Chicago Public Schools is seeking qualified candidates to become Substitute Special Education Classroom Assistants.

## Substitute Special Education Classroom Assistant Requirements

Please visit [www.isbe.net/Pages/Educator-Licensure-Requirements.apx](http://www.isbe.net/Pages/Educator-Licensure-Requirements.apx) to obtain one of the licenses listed below issued by the Illinois State Board of Education

- Short-Term Approval License (STA) – High School Diploma (must be 18+ years old to qualify)
- Paraprofessional License - Associates' degree/60 college credit hours/Work keys test
- Substitute Teacher License – Bachelors degree or higher

## BECOME A SUBSTITUTE SPECIAL EDUCATION CLASSROOM ASSISTANT

**Step 1:** Apply for a license, please visit [www.isbe.net/Pages/Educator-Licensure-Requirements.apx](http://www.isbe.net/Pages/Educator-Licensure-Requirements.apx).

- High School Diploma (18+ to qualify) - (STA) Short-Term Approval License
- Associates' degree/60 college credit hours - (PARA) Paraprofessional License
- Bachelor's degree in any subject area - (SUB) Substitute Teacher License

**Step 2:** Once the license has been issued, candidates must register the license with Region 15 – City of Chicago.

**Step 3:** Apply for the Special Education Classroom Assistant role at [www.cps.edu/iwanttosub](http://www.cps.edu/iwanttosub)

**Step 4:** Sign up to interview upon receiving an email invitation to interview

**Step 5:** Complete Interview

**Step 6:** As a result of a successful interview, complete onboarding and staffing process

**Step 7:** Select substitute special education classroom assistant OR substitute teacher assistant assignments using Frontline.



**Make a difference.**  
Set your own schedule.

Become a Substitute Special Education Classroom Assistant with Chicago Public Schools!

Substitute special education classroom assistants are NOT required to live in Chicago