

Chicago Public Schools is seeking qualified candidates to become Substitute Clerk/Substitute Bilingual Clerk

Substitute Clerk/Substitute Bilingual Clerk Requirements

A high school diploma is required.

BECOME A SUBSTITUTE CLERK or SUBSTITUTE BILINGUAL SCHOOL CLERK

- Step 1:** Apply for the Substitute Clerk/Substitute Bilingual Clerk role at www.cps.edu/iwanttosub
- Step 2:** Upload a current resume
- Step 3:** Sign up to interview upon receiving an email invitation to interview
- Step 4:** Complete Interview
- Step 5:** As a result of a successful interview, complete onboarding and staffing process
- Step 6:** Select Substitute Clerk/Substitute Bilingual Clerk assignments using Frontline.



Make a difference.

Set your own schedule.
Become a Substitute Clerk or
Substitute Bilingual Clerk with
Chicago Public Schools!

Substitute Clerks/Substitute Bilingual Clerks
are NOT required to live in Chicago