

Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

The Board shall approve such action at the next regular meeting. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Individuals applying for any Substitute Authorization that requires the superintendent to verify successful experience working with children, will be required to provide two reference letters and complete an online CBI Records Check (at the applicant's expense). This will only apply to individuals who are not currently approved as substitute teachers in the district.

The Board annually shall determine the district's needs for substitute teachers and the availability of substitute teachers who meet the licensure requirements of state law. If it is determined that a shortage of qualified substitute teachers exists, the Board shall attest that an emergency exists due to a demonstrated shortage of licensed or authorized substitute teachers in the district. If these conditions exist, qualified applicants shall be encouraged to apply for emergency substitute authorization in accordance with state regulations.

All persons hired as emergency substitute teachers shall be fingerprinted in accordance with the requirements of state law.

The Board directs the administration to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek the appropriate license or authorization as provided by state law and regulation.

Adopted: 12/13/90

Revised: 03/09/95, 07/30/98, 12/01/11

LEGAL REFS.: C.R.S. 22-9-106 (1)(b)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 22-60.5-111
C.R.S. 22-63-103 (6), (10)
1 CCR301-37, Rules 2202-R-4.09

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
GCOA, Evaluation of Instructional Staff
GDE/GDF, Support Staff Recruiting/Hiring

Note: "substitute teacher" is defined in state law as:

- a teacher who performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the district
- an itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a non-probationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked).

Substitute teacher does not include a non-probationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.