

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

The district 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 superintendent, substitute coordinator or designee shall notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. Substitute coordinator, principal or designee shall notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

Substitute teachers shall be paid at a rate established by the district. Authorization to pay personnel performing services on a temporary basis shall constitute employment for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment.

The superintendent shall 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: Prior to 2015
Revised: March 2015
Revised: September 2020

LEGAL REFS.: P.L. 111-148 (*Patient Protection and Affordable Care Act*)
C.R.S. 22-9-106 (1)(b) (*licensed personnel evaluation system*)
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)
C.R.S. 22-32-109.8 (*fingerprinting requirements for non-licensed positions*)
C.R.S. 22-60.5-111 (*types of authorizations*)
C.R.S. 22-63-103 (6), (10) (*definition of part-time teacher, definition of substitute teacher*)
1 CCR 301-37, Rules 2260.5-R-4.05 through 4.09 (*substitute authorizations*)

CROSS REFS.:

Administrative policies:

GCBD, Professional Staff Fringe Benefits
GCE/GCF, Professional Staff Recruiting/Hiring
GCO, Evaluation of Licensed Personnel
GDE/GDF, Support Staff Recruiting/Hiring