

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

The superintendent will maintain an authorized list of qualified substitute employees who shall be utilized in the event of an employee absence. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

Attendance center administrators will select substitutes from the list. Every effort will be made to employ only licensed personnel as substitute teachers but if no licensed persons are available, people with a college education may be utilized.

Substitute teachers employed by the district in the various attendance centers will be paid according to the district-approved rate.

In the event that a substitute teacher is on a prolonged assignment (in excess of 20 continuous teaching days for any one teacher), the substitute shall receive per diem pay for each continuous school day in excess of 20. The per diem pay shall be calculated on the B.A. Step 0 column of the teacher salary schedule and shall be conditioned upon a positive recommendation by the school principal to the superintendent.

The Board shall approve the temporary employment of instructional personnel at its next regular meeting. Authorization by the Board of Education to pay such personnel shall constitute employment by the district 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.

The superintendent 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 superintendent will make the Board aware of the shortage and the Board shall attest that an emergency exists due to a demonstrated shortage of licensed or authorized substitute teachers in the district. 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 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.

Principals shall record all substitute employees utilized during each pay period on a form provided by the superintendent.

Adopted by the Board: January 1979  
Revised by the Board: September 2000  
Revised by the Board: December, 2005

LEGAL REFS.: 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 2202-R-4.09 (*Educator Licensing Act regulations-renewal of substitute authorizations*)

CROSS REFS.:

*Administration policies:*

GCE/GCF, Professional Staff Recruiting/Hiring  
GCOA, Evaluation of Instructional Staff  
GDE/GDF, Support Staff Recruiting/Hiring

*Board policy:*

EL-13, Staff Compensation

*NOTE: For additional details for teachers, see "Negotiated Policies," Schedule A, Teacher Salary Schedule.*

