



Boulder Valley School District
File: GCG/GCGA
Adopted: 1978
Revised: February 28, 2017

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.

Substitute teachers shall be paid at a rate established by the Board. 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.

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.

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 2260.5-R-4.05 through 4.09 (substitute
 authorizations)