

**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 the human resources department to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

The Board shall approve payment of substitute teachers at the next regular meeting. Authorization by the Board 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 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.

Adopted January 21, 2004
Revised and recoded May 16, 2012

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