

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.

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. A substitute teacher that has not picked up an assignment with Garfield Re-2 School District within 90 days shall have their employment separated from effective 90 days after no assignments are worked.

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: March 27, 1979
Revised: August 25, 1998
Revised: December 12, 2006
Reviewed: February 26, 2019
Revised: March 9, 2022

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

Garfield School District No. Re-2, Rifle, Colorado