

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 shall approve such action at the next regular meeting. 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 annually shall determine the district's needs for substitute teachers and the availability of substitute teachers who meet the certification requirements of state law. If it is determined that a shortage of qualified substitute teachers exists, the Board may submit a plan to the State Board of Education prior to the beginning of the academic year to seek authorization for the employment of emergency substitute teachers.

If the district's plan is approved by the state board, the individuals listed on the plan shall be added to the authorized list of substitute teachers for one year. All persons hired as emergency substitute teachers shall be fingerprinted in accordance with state law requirements for non-certified personnel.

The Board directs the administration to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek provisional substitute certification as provided by state law.

Adopted: April 6, 1987
Reviewed: November 17, 2015

LEGAL REFS.: C.R.S. 22-9-106 (1)(b)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 22-60-104 (1)(f)(III, IV and V)
C.R.S. 22-60-105.5
C.R.S. 22-63-103 (6),(10)

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