

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

The Board 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 Department of Human Resources to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

The Board shall approve such action 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.

Every person placed on the authorized list shall attend the District orientation for substitute teachers and access the Substitute Handbook containing District expectations before performing services pursuant to this policy.

Substitute teachers shall be paid at the daily rate approved by the Board.

Adopted February 28, 1968

Revised to conform with practice June 8, 1994

Revised June 13, 1984

Revised June 11, 2008

LEGAL REFS.: 1 CCR 301-37, Rules 2202-R-4.09

C.R.S. 22-9-106 (1)(b) local boards of education - duties

C.R.S. 22-32-109.7 board of education – employment of personnel

C.R.S. 22-32-109.8 applicants selected for nonlicensed positions

C.R.S. 22-60.5-111 authorization types

C.R.S. 22-63-103 (6)(10) definitions

CROSS REFS.: DKC, Expense Authorization/Reimbursement

GCBA, Instructional Staff Contracts/Compensation/Salary Schedules

GCE/GCF, Professional Staff Recruiting/Hiring

GCOA, Evaluation of Instructional Staff

GDE/GDF, Support Staff Recruiting/Hiring

CONTRACT REF.: SVVEA Agreement, Appendix A, Section 4–Hourly Rates, subsection 4.1

St. Vrain Valley School District RE-1J, Longmont, Colorado