

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

The district shall maintain an authorized list of personnel to be used for substitute or part-time/temporary employment. Prior to adding a person's name to this list, a background check shall be carried out in accordance with state law.

The Board authorizes the superintendent or designee to notify and direct persons on the list to perform part-time/seasonal services for the district as may be required on a temporary basis. The Board of Education authorizes the department of human resources to notify and direct persons on the list to perform as substitutes on a temporary basis, as needed. Authorization by the department of human resources 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 a district orientation.

The Board encourages 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: February 28, 1968

Revised: June 8, 1994

Revised: June 13, 1984

Revised: June 11, 2008

Revised: November 11, 2015

LEGAL REFS.: P.L. 111-148 (patient protection and Affordable Care Act)  
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)

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring  
GCO, Evaluation of Licensed Personnel  
GDE/GDF, Support Staff Recruiting/Hiring

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