Licensed Staff

The District believes that, as much as possible, the quality of instruction in the classroom should continue even when the regular teacher is absent. Therefore, the District further believes that a cadre of qualified and competent substitute teachers is very important.

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment.

The definitions of Part-time Teacher and Substitute Teacher are mutually exclusive. "Part-time Teacher" means a teacher who normally performs services as an employee of the District in an amount of time less than four hours during each regular school day.

1. **Teacher**. Teacher means any person who holds a license issued by the Colorado Department of Education that permits them to be a teacher and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the superintendent.

2. **Teacher-in-residence**. A person who does not have a teacher's license but holds a teacher in residence authorization, who is hired to teach pursuant to a teacher-in-residence program implemented by the district. A resident teacher is considered a probationary teacher when he or she begins the second year of continuous and uninterrupted employment in the teacher-in-residence program.

3. **Probationary teacher**. A teacher on an annual contract who is working towards completing three full years of continuous and uninterrupted employment in the District and who has not been re-employed for the fourth year. A year of service for probationary teachers towards non probationary status is defined as a full school year if includes the last 120 days of the academic year and more than 4 hour per day on continuous and uninterrupted service. A probationary teacher attains non probationary status on the first day of employment on the fourth year.

4. **Long Term Substitute/Itinerant Teacher** – An employee that has a minimum of a substitute authorization issued by the Colorado Department of Education and has been employed in the same position for more than 5 consecutive days.

5. **Permanent Substitute –** An employee that has a minimum of a substitute authorization issued by the Colorado Department of Education. This employee is on an interim contract and is considered a full-time employee guaranteed employment for 40 hours per week (or pro-rated on FTE's) on all student contact days. Permanent substitutes do not earn a year towards non probationary status.

6. **Itinerant Teacher/Substitute Teacher -** An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a non-probationary

teacher, or a probationary teacher who is absent or otherwise unavailable (no limit on the number of days worked).

7. **Part-time teacher** - A teacher who is contracted to work less than four hours per day.

8. **Interim teacher –** A teacher who has agreed too and signed a one-year nonrenewable contract. This employee is considered a full-tine employee guaranteed employment for 40 hours per week (pro-rated on FTE's) according to the annual school year calendar. This teacher will earn a year towards non probationary status upon being rehired the following year as long as their employment under the nonrenewable contract includes the last 120 days of the academic year and they are schedule to work 4 or more hours per day.

REGULATIONS:

1. The District's Substitute Absence Management System (SAM) shall maintain an authorized list of personnel to be used for substitute/itinerant employment. The Superintendent *(or his/her designee)* shall notify and direct persons on the list to perform such services for the District as may be required on a temporary basis. Principals/head teachers shall notify and direct persons on the list to perform as substitute or itinerant teachers on a temporary basis as needed by utilizing the Substitute Absence Management System (SAM). Additions to the list will be approved by the Board of Education during the school year.

2. The authorized list of personnel to be used for part-time, substitute and itinerant teacher employment shall include only the names of the people who meet the requirements set forth by state law.

   The District will use the authorized list of substitute teachers to be employed by the District during the designated school year. The name of any individual authorized to serve as a substitute or itinerant teacher may be deleted from the authorized list upon request of the District, the teacher or the Colorado Department of Education.

3. The hourly substitute rate will be determined each year. A substitute will receive the current year's hourly rate based on the hours of the position they accept through SAM.

   A substitute or itinerant teacher who has worked for the District may make application to the Office of Human Resource Services to be paid $.88 more than the hourly rate for substitute teachers. Approval of this increase will be granted only if (a) the employee has worked for three years as a substitute or itinerant teacher in the District, or (b) if the employee has worked 100 or more days as a substitute or itinerant teacher in the District, and (c) if the substitute or itinerant teacher receives a positive evaluation from a building principal under whose supervision one is frequently employed. It shall be the responsibility of the employee to make application for this increase. Retroactive payment will not be made.

After five *(5) consecutive* days in the same teaching assignment, a substitute or itinerant teacher may be considered as a long-term substitute.

A long-term substitute who possesses an active Colorado teaching license will be paid 100% of the base daily rate for a teacher for the remaining days in the same assignment, providing that all regular duties are assumed including, but not limited to, duties outside the classroom, lesson plans, grading, parent-teacher conferences, and such other duties as assigned by the principal. A long term substitute who possesses a substitute authorization shall be paid at seventy-five percent (75%) of the base daily rate for a teacher for the remaining days in the same assignment, providing that all regular duties are assumed including, but not limited to, duties outside the classroom, lesson plans, grading, parent-teacher conferences, and such other duties as assigned by the principal.

4. 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. Substitute and itinerant teachers do not acquire non-probationary status.

5. Permanent substitutes will be evaluated using the District's designated Permanent substitute evaluation form a minimum of one time per year and this evaluation will be on or before May 1st.

6. Permanent substitutes may participate in cluster groups as determined by the building principal. Permanent substitutes are not eligible for performance pay.

7. Permanent substitutes will not earn a year towards non probationary status. Permanent substitutes will not earn a year of experience towards placement according to the regular license salary schedule unless they possess a valid teaching certificate or authorization (not including a 1-5 year substitute authorization) through the Colorado Department of Education indicating that then have met all of the requirements of the state to be a teacher in Colorado. The certificate or authorization of the permanent substitute must be valid throughout the duration of the year in order to qualify the individual for the item specified in this provision.

8. A permanent substitute may elect to be a long term substitute if this opportunity presents itself. In such event, the permanent substitute shall resign as a permanent substitute and will received instead long term substitute pay but no district benefits.

LEGAL REFS.: C.R.S. 22-9-103 (1.5) *(definition of licensed personnel)*
C.R.S. 22-32-109 (1)(f) *(board duty to employ personnel)*
C.R.S. 22-32-109.7 *(specific board duties regarding personnel)*
C.R.S. 22-32-110.3 *(teacher in residence programs)*
C.R.S. 22-60.5-201 *(types of teacher licenses)*

C.R.S. 22-60.5-201(3)(b) *(licensure reciprocity for out-of-state applicants)*
C.R.S. 22-63-103
C.R.S. 22-63-210(2) *(hiring of person in teacher-in-residence program)*
C.R.S. 22-63-203(2)(a)(II) *(definition of probationary teacher)*
20 U.S.C. 1119 *(definition of highly qualified teacher contained in No Child Left Behind Act of 2001)*
34 C.F.R. 200.55 *(federal regulations regarding highly qualified teachers)*

CROSS REF.: GCE/GCF, Professional Staff Recruiting/Hiring
GCOA and subcodes, Evaluation of Instructional Staff
GDE/GDF, Classified Staff Recruiting/Hiring