



## **GCG/GCGA - PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

### QUALIFICATIONS OF SUBSTITUTE STAFF

Personnel Services 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.

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

Adopted: September 1991

Revised to conform with practice: May 22, 1995

Revised: August 11, 1997

### 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

CONTRACT REF:  
Employee Agreement, Section As, Staffing, and subcodes

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NOTE:  
Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.