



File: AR-GDG

PART-TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Aspen Ridge Preparatory School requires the same substitute teacher licensing and pays the same salaries as the St. Vrain Valley School District.

Substitute Teacher License:

Substitute teachers are required to be licensed by the Colorado Department of Education and hold one of the following State issued licenses:

- **Colorado Teaching License** (Professional or Initial)
- **Colorado Substitute Authorization** (either 3-year or 5-year authorization)

Application Process:

All Substitute Teachers must submit the following documents before they may begin work:

- Completed Aspen Ridge Application for Employment
- Colorado Teaching License or Substitute Authorization
- Fingerprint card

Definition of Half-Day and Full-Day Substitute:

Substitute teachers shall be either half-day or full-day.

- A half-day substitute shall work a minimum of 3.5 hours per day.
- A full-day substitute shall work a minimum of 7.0 hours per day.

Definition of Long-Term Substitute:

A substitute teacher shall be considered “Long Term” when he/she has the same assignment on the 11th consecutive day. A long term substitute may be either half-day or full-day.

- A long-term half-day substitute shall work a minimum of 3.5 hours per day.
- A long-term full-day substitute shall work a minimum of 7.0 hours per day.

Conditions of Employment:

All Substitute teachers shall be “at-will” and temporary employees.

Substitutes shall be paid monthly.

Substitutes may be paid for attending parent/teacher conferences and in-service training if requested in writing by the Principal.

Substitutes shall not be paid for absence from work, staff meetings, work taken home, or work after school, accept when approved in writing by the Principal.

Adopted January 15, 2014

