

Substitute Information

Certified (Teaching) Substitute Information

All those interested in substitute teaching for the Weld County School District RE-4 must obtain a valid license from the Colorado Department of Education. There are a variety of licenses available, and your current situation along with your educational background will determine which license is most appropriate to fit your needs. All applications must be obtained directly by applying online on the Colorado Department of Education website at <http://www.cde.state.co.us/cdeprof>

Substitute Authorization, Three Year

To obtain a three-year authorization, you must hold at least a bachelor's degree (not necessarily in education) from a regionally accredited institution of higher education.

Substitute Authorization, Five Year

A five-year authorization is appropriate for anyone who holds a valid certificate or license from another state, or who has held a standard Colorado certificate or license in the past. A five year authorization is required for our long term leave of absence assignments.

Any applicant who has not previously held a Colorado license, or who is not currently nearing completion of a degree in education from a Colorado college or university must also submit a copy of fingerprints for background checks to the CDE. Forms for fingerprinting are available at the school district office. Many local law enforcement agencies may take the fingerprints for you at no charge. However, there is a processing fee for the background checks. Currently this fee is \$39.50. Payment for background checks must accompany form and should be made out to CBI. CBI will only accept certified checks--no personal checks will be accepted.

CDE will process applications, and issue a license, which will be emailed to you using the address on your application. **Once you have received the copy of your license you must apply online only for substitute teaching by clicking on the green "Current Job Opening/Apply for Positions" tab on the employment page of our website at [Weld RE-4](#).**

Certified Sub Pay Rates

Certified subs are paid \$95 per day, \$48 per half day. Assignments 20 days or longer are deemed long term. Compensation for long term assignments is calculated at 1/185 of the current Step 0, BA certified salary schedule. This rate will start on the first day of that assignment. Retired Weld RE-4 School teachers will be paid \$115/day or \$58/half day. Please refer to our website for School Board Policy GCG for more details.

Classified (Non-Teaching) Substitute Information

The District utilizes the services of classified substitutes to fill when a classified employee is absent from their assignment. These jobs include: sub secretary, sub para-professional (teacher's aide), sub special education para, sub cook/cashier, sub bus driver, sub bus aide, sub health room aide, and sub maintenance.

In order to apply for a sub classified position you will need to apply online only by clicking on the green "Current Job Opening/Apply for Positions" tab on the employment page.

Classified Sub Pay Rates

All classified substitutes are paid at the minimum of Range 2 (\$10.44 per hour) of the current year's Classified Salary Schedule (available on the main employment page). Substitute bus drivers will be paid at \$14.38 per hour.

All classified substitutes are required to submit fingerprints regardless of whether they have a state issued teaching/sub license. Forms for fingerprinting are available at the school district office. Many local law enforcement agencies may take the fingerprints for you at no charge. However, there is a processing fee for the background checks which is currently \$39.50. The fingerprint card must be submitted, along with payment, to the District Office. This fee can be paid with cash or check with checks being made out to Weld Re-4 School District.

After you have applied online for a Certified or Classified substitute position:

The District will accept applications for certified and classified substitute positions on an as needed basis throughout the year.

Certified Substitutes: All of our potential Certified Substitutes are interviewed. Please call our office once you have completed your online application and uploaded your license to schedule an interview. We offer interview sessions monthly.

Classified Substitutes: Once you have completed your online application, please call our office for next steps. All Classified Employees and Substitutes must clear a background check prior to working in the district as well as submit fingerprints to the Colorado Bureau of Investigation.

If selected through the interview process, new substitutes will then need to complete their payroll paperwork. Once all of the hiring paperwork has been completed, you will be emailed a log-in for the District's automated substitute/leave system *Aesop*. This system is used to advertise and fill all substitute assignments. You will not be added to the substitute list until you complete this task.

If you have any questions about subbing---please contact Nicole Schmidt at 970-686-8037 or email nicole.schmidt@weldre4.org or you may contact the District Office at 970-686-8000. Thank you!