



2020/2021 SCHOOL YEAR: GUEST TEACHER HIRING PROCESS

What are the requirements to be a Guest Teacher?

Anyone interested in working as a Guest Teacher must get a Substitute Authorization from the Colorado Department of Education, which includes passing a fingerprint-background check. The district will also ask for work history, previous experience working with children, and for 1-2 professional references from the last five years.

What about the Costs to get the Authorization?

After December 1, 2020 the District will reimburse the costs to get a CDE Substitute Authorization during the 2020-2021 school year. Copies of receipt must be kept and the applicant must be successfully hired and work for the District as a Guest Teacher.

Pay Rates:

Guest Teachers are paid \$100 for a full day and \$50 for a half day. After completing 60 assignments in a school year the rate increases to \$110/\$55, after 90 assignments \$130/\$65. Long Term Assignments pay \$130 per day starting on Day 11. Starting on January 19th to May 28th the rates will temporarily increase by \$50 per day across all rates: \$150/\$75 for assignments 1-60, \$160/80 for 61-90, and \$180/\$90 for 90+ and Long Term Assignments.

Steps to Being a Guest Teacher at Jeffco:

1. Apply Online for your CDE Substitute Authorization: http://www.cde.state.co.us/cdeprof/licensure_subapp
 - a. Which version should I get?
 - i. Bachelor's Degree - 3 Year Authorization
 - ii. High School Diploma - Special 2020-2021 Authorization
 - b. Keep a copies of your confirmation & receipt for the application fee
2. Schedule your Fingerprinting Appointment
 - a. CDE requires a fingerprint based background check on all applicants
 - b. You must use one of CDE's approved vendors:
<http://www.cde.state.co.us/cdeprof/licensingactvendor>
 - c. Keep copies of your confirmation & receipt for fingerprinting fees
3. Apply for the Job at Jeffco: <https://www.jeffcopublicschools.org/employment/jobs>
 - a. Search for the Guest Teacher job (Job Number 8150) and fill out the online application
 - b. Attach copy of your CDE Substitute Authorization or Teaching License
4. Attend an Online Welcome Event
 - a. Once initial hire paperwork is approved to proceed, applicants are sent emails inviting them to attend an Online Welcome Event.
5. Finalize Hire and Ready to Work!
6. Turn in Receipts for Licensure & Fingerprinting for reimbursement by going to MyJeffco> About> Portal Pages> Secretary Portal> Hiring/Recruiting> New Information and downloading the form. Turn in the completed form and the receipts to subteach@jeffco.k12.co.us.