



## 2021/2022 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?

For the 2021-22 school year the District will reimburse the costs to get a CDE Substitute Authorization, including fingerprinting fees. In order to be reimbursed, you must be successfully hired as a Guest Teacher and be able to provide copies of your receipts for the application and fingerprint fees.

### Pay Rates:

Guest Teachers are paid \$150 for a full day and \$75 for a half day. After completing 60 assignments in a school year the rate increases to \$160/\$80, after 90 assignments \$180/\$90.

### Steps to Becoming a Guest Teacher in Jeffco:

1. Apply Online for your CDE Substitute Authorization: [http://www.cde.state.co.us/cdeprof/licensure\\_subapp](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 - 1 Year Authorization
  - b. Keep 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: <https://www.jeffcopublicschools.org/employment/jobs>
  - a. Search for the Guest Teacher job (Job ID 12420) 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
  - b. Finalize hire and prepare to begin work
5. Licensure & Fingerprinting Reimbursement
  - a. Turn in Receipts for Licensure & Fingerprinting for reimbursement by going to MyJeffco> About> Portal Pages> Guest Teacher Resources> [Guest Teacher Authorization Reimbursement Form](#). Turn in the completed form and the receipts to [karie.yenter@jeffco.k12.co.us](mailto:karie.yenter@jeffco.k12.co.us).