

# HOW TO APPLY

## Substitute Teacher Employment

To be considered as an applicant for Substitute Teaching positions, you must complete Step 1 and Step 2.

STEP 1: Online Application

- Complete Licensed Application: [Apply Online](#).

STEP 2: Required Documents

*Submit the following materials to the Educational Services Center at 4700 S. Yosemite St., Greenwood Village, 80111:*

Share [Substitute Interest Form](#) - please print, complete and return to Sub Office

Transcripts from all colleges attended (copies acceptable)

Current Resume

Copy of your current Colorado Teaching License: : (If you do not have a current license yet, you will need to wait until you have received your Colorado License.)

We **only** accept the following licenses/authorizations:

- Professional
- Initial (Provisional)
- Interim (Type VI Temporary Teacher)
- Substitute 3 or 5-Year Authorizations (Note: The 3 and 5-Year Substitute Authorizations may not be eligible for short-term assignments.)

**Do not submit your substitute interest form until you have all items listed above, including online application and copy of current Colorado Teaching License.**

For information on Colorado Licensure, contact the Colorado Department of Education at [www.cde.state.co.us](http://www.cde.state.co.us)

STEP 3: Substitute Teacher Hire Packet (Sub Office will let you know when to submit)

If we determine your employment is needed, you will be asked to submit a Substitute Teacher Hire Packet, including fingerprints.

STEP 4: Orientation (**By Invitation Only**)

Upon Human Resources' receipt of your Hire Packet, you will receive an email notification from the Substitute Office inviting you to RSVP to an upcoming orientation. The substitute teacher orientation will familiarize you with our district procedures and practices and provides information about Cherry Creek Schools' automated substitute system. The dates, times, and locations of upcoming orientations will be included in the email notification. You will be eligible to substitute after you have attended a substitute orientation and have obtained your active directory log in information for our Aesop automated sub system.

### SALARY SCHEDULE:

Substitute Teachers:

- Full Day = \$90.00 = More than 4 hours and 15 minutes
- Half Day = \$45.00 = 4 hours and 15 minutes or less
- Full Day on the 61st day of teaching = \$143.74 - (Super Sub Rate)
- Half Day on the 61st day of teaching = \$71.87 - ( Super Sub Rate)
- Cherry Creek Schools Teacher Retiree = \$138.00 per day

Human Resources

Share