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## Guest (Substitute) Teaching



## Become a Guest Teacher or Substitute Paraprofessional with DPS

Guest teaching is an opportunity like no other. You can:

- Work with students on a part-time or full-time basis
- Enjoy a flexible schedule
- Build lasting relationships with students, schools and other teachers
- Earn a higher hourly rate when you become a Super Guest Teacher
- Work in any of five regions, and serve more than 160 schools, including charter schools

Guest teaching is a popular pathway into the teaching profession. It's an ideal way for you to gain some real-world experience in the classroom, so you can decide if you would like to pursue additional education to secure your teaching credentials. The district provides our guest teachers with comprehensive training and supports, including:

- New employee orientation training
- Guest teacher orientation training, including our Guest Teacher Handbook (<http://careers.dpsk12.org/wp-content/uploads/2015/12/8-guestteacherhandbookrev-2013.pdf>)
- Classroom management training
- SmartFind Express (SFE) systems training
- Student safety procedures and mandated reporting training

### — What are the requirements for becoming a guest teacher for DPS?

There are a couple of requirements for becoming a guest teacher. First, you must have a minimum of a bachelor's degree, which would qualify you to apply for the proper license with the Colorado Department of Education (3-year substitute authorization, Initial or Professional License or a 5-year substitute authorization). The CDE link is <http://www.cde.state.co.us> (<http://www.cde.state.co.us/>). Next, you must be able to work a minimum of 5 days a month.

What is the process for becoming a guest teacher for DPS?
What are the requirements for becoming a substitute paraprofessional?
SIGN UP (HTTP://VISITOR.R20.CONSTANTCONTACT.COM/D.JSP?LLR=K9DGMKDAB&P=OJ&M=1103081181002&SIT=X6FK768EB&F=A05615B7-318E-4E58-839B-EF682582BCD) What is the process for becoming a Special Education or Early Childhood Education (ECE) substitute paraprofessional?
Can I be both a guest teacher and a substitute paraprofessional?
What is the pay for guest teaching?
What is the pay for a substitute paraprofessional?
Will I have choices about where or when I work?
Am I guaranteed a certain number of hours? Do I have to work a certain number of hours?
When/How often will I get paid?

## Resources for Current Guest Teachers and Substitute Paraprofessionals

- SmartFind Express User Guide for Guest (Substitute) Teachers (<http://careers.dpsk12.org/wp-content/uploads/2015/12/DPS-SFE-2.5-Substitute-User-Guide-June-2015.pdf>)
- Guest Teachers FAQ (<http://careers.dpsk12.org/wp-content/uploads/2015/12/FAQs-for-Guest-Teachers-and-Guest-Paraprofessionals-July-2015.pdf>)

### — What is SmartFind Express?

SmartFind Express (SFE) is DPS's system that searches for and makes guest teacher assignments when DPS teachers, Special Education paraprofessionals and Early Childhood paraprofessionals report a planned or emergency absence. All DPS guest teachers and guest paraprofessionals must be registered in the SFE system in order to search for and accept guest teaching assignments.

How do I access the SFE system?

Where are directions about how to use the SFE system?

What should I do when I register for the first time in SFE?

Do I have to wait to be called to take an assignment?

If I was called for an assignment and missed the call, can I still accept it?

Do I have the option to not be called by the SFE system? My preference is to use only the web application.

Who do I call if I have a problem using the SFE system?

How do I cancel an assignment I have already accepted?

What if I'm going to be unavailable for some period of time?

## Resources for Teachers, Paras and Guest Teachers Needing to Request a Sub

- SmartFind Express User Guide for Teachers (<http://careers.dpsk12.org/wp-content/uploads/2015/12/DPS-SFE-2.5-Employee-User-Guide-June-2015.pdf>)
- FAQs in easy-to-print PDF format (<http://careers.dpsk12.org/wp-content/uploads/2015/12/FAQs-for-Teachers-Career-Tech-Instructors-and-Paraprofessionals-July-2015.pdf>)
- SFE Absence Reason Codes for 2015-16 (<http://careers.dpsk12.org/wp-content/uploads/2015/12/SFE-Absence-Reason-Code-Usages.xlsx>)

### — How do I tell my school's principal/administrator that I am going to be absent and need a guest teacher?

You should go into the SmartFind Express system (SFE) to report either a planned, future absence or an emergency absence. Directions for using the SFE system can be found at <https://teacher.dpsk12.org/Pages/Default.aspx> (<https://teacher.dpsk12.org/Pages/Default.aspx%20%20>). Please note that in order to log into the SFE system, you must first have registered in SFE over the phone. The phone number for the SFE system is **720-501-6291**. After registering, you may access the system at <https://denverps.eschoolsolutions.com> (<https://denverps.eschoolsolutions.com/>) to report absences. Your log-in to both the phone system and the online system is your DPS ID. For more information, visit <http://careers.dpsk12.org> or call 720-501-6291. Please contact your principal for more information about school-specific policies.

What if I don't need a guest teacher?

Can I make my own arrangements for a guest teacher?

Does my absence have to be approved?

My classification (subject area) in the SFE system does not appear correct. How do I fix it?

I work in two different schools and my absence will affect both schools. What do I do?

Can I provide any information to the Guest Teacher?

## Resources for School Administrators and Secretaries

- SmartFind Express User Guide for Administrators (<http://careers.dpsk12.org/wp-content/uploads/2015/12/DPS-SFE-2.5-Administrator-User-Guide-June-2015.pdf>)
- FAQs in easy-to-print PDF format (<http://careers.dpsk12.org/wp-content/uploads/2015/12/FAQs-for-Principals-Secretaries-and-SFE-Administrators-July-2015.pdf>)
- SFE Absence Reason Codes for 2015-16 (<http://careers.dpsk12.org/wp-content/uploads/2015/12/SFE-Absence-Reason-Code-Usages.xlsx>)

### — How do I request a Guest Teacher to cover a classroom?

The school (secretary, teacher, etc.) should create an absence in SmartFindExpress with consideration of the three situations described below. Use the SFE Administrator user guide, posted on this site or on the Principal and/or Secretary portals to obtain instructions on how to enter an absence. Remember that teachers can and should report their own absences in SFE. Administrators only need to do it in an emergency.

1. Job can be created without prearranging a Guest Teacher or specifying a Guest Teacher. The system will search for an available Guest Teacher.
2. Job can be created with a prearranged Guest Teacher. The Guest Teacher is assigned and the system will not call out to search for an available Guest Teacher.
3. Job can be created with a specified Guest Teacher. The system will contact the specified Guest Teacher first. If the specified Guest Teacher is unavailable, the system will search for an available Guest Teacher.

What do I do if I meet someone who wants to be hired as a Guest Teacher?

How can I add a Guest Teacher to my preferred list?

Can Guest Teachers assigned to one geographic area work in a school outside of their specified geographic area – if they are willing and requested?

How can I contact a Guest Teacher available to work at my school?

What is the maximum number of days that a Guest Teacher can work in the same assignment for the same teacher before effectively becoming a Long-Term Substitute?

It has been brought to my attention that a Guest Teacher has been teaching in the same assignment past 16 days, what should I do?

If a Guest Teacher falls into a Long-Term Substitute assignment and the Guest Teacher is not highly qualified to be a Long-Term Substitute, then do we have to pay them at the Long-Term Substitute rate for any time that meets the criteria of a Long-Term Substitute?

What steps do I take to get a long-term substitute teacher?

How can schools help network and recruit Guest Teachers?

Are guest teacher-ECE and guest teacher Special Education paraprofessionals able to accept teaching jobs as well?

Retired teachers are limited to 110 work days per calendar year. Is there a way this can be modified?

Can I talk to the Guest Teacher before they come to my school? How is this done?