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## Substitutes in Jeffco

Jeffco Public Schools is always looking for fantastic team members that can assist us in filling roles on a temporary basis. Often times, these substitute positions can lead to full-time or part-time jobs in Jeffco. These positions are also appealing to our community members who may need a flexible, on-call work environment. Read more about these opportunities by clicking the sections below.

Current Jeffco substitute teachers can [log into the system here](#).

To contact the Substitute Office, call 303-982-6515 or email [subteach@jeffco.k12.co.us](mailto:subteach@jeffco.k12.co.us).



### Substitute Teachers

#### How to Qualify

Substitute teachers are required to be licensed by the Colorado Department of Education. If you have been through a teacher preparation program, you can work as a substitute with either the regular teaching license or the 5-year substitute authorization.

If you have not been through a teacher preparation program, Jeffco hires substitutes who hold the 1-year or 3-year substitute authorization. More information about these authorizations are [located on CDE's website](#).

For all licenses and authorizations, CDE requires:

1. Fingerprints submitted specifically for CDE
2. Official transcripts from all colleges and universities attended
3. Valid and acceptable proof of lawful presence

Beyond that, you will need to consult the license checklist on the CDE website for additional requirements.

*Please note: If you have left employment with JeffCo Public Schools for any reason within the last 26 weeks, you may not be eligible for hire as a substitute. Please call the HR Welcome Center at (303) 982-6515 to find out if you are eligible.*

#### How to Apply

Please visit the [Jeffco Job Board](#) to search for current substitute vacancies under the Job Category "Substitute Teacher."

#### Hiring Process

Once you have submitted a complete employment application, the Employment Services team will take approximately a week to process your application. If you meet our criteria, you will be sent a job offer via email. A successful application will include:

1. A valid Colorado educator license or substitute authorization
2. Positive, relevant, and recent references

If you have been made an offer and accept that offer, you will receive more information about attending a substitute welcome event.

#### Substitute Teacher Pay

Please [click here](#) for the 2016/17 Jeffco Substitute Pay Rates (Google Doc)



#### Substitute Bus Driver



#### Substitute Bus Assistant



#### Substitute Custodians



#### Substitute Food Service Worker

Jeffco Public Schools is committed to providing access to our electronic and information technology, including our web pages, for individuals with disabilities. If the format of any material on our website interferes with your ability to access the information, please call 303-982-6500.