

# Information on Substitute Teaching for Weld RE-3J

***-If we are hiring substitute teachers, it will be posted on our website, though we are always accepting applications!!***

***-Applications are kept in our system for a period of 1 year.***

**If you already have your teaching license or a 3-5 year sub authorization, you will need to:**

-Complete and submit an online RE-3J Licensed Substitute application along with a copy of your teaching license or sub authorization and any other required documents at [www.re3j.com](http://www.re3j.com).

-You will be contacted if approved, to be added to the substitute list. The time frame depends on the time of year you apply and how long it takes to contact your references. The pay rate for a Regular Substitute Teacher is \$115 per day (\$120 per day for long term assignments after the 10<sup>th</sup> consecutive day).

-We want retired teachers to apply! Retired teachers (with a current teaching or substitute license) will be paid at the rate of \$120 per day (\$125 for long term assignments after the 10<sup>th</sup> consecutive day).

**These are requirements for obtaining a 3-5 year substitute authorization:**

-If you have a Bachelor Degree or above, you may qualify to be a Licensed Substitute at the pay rate of \$115 per day (\$120 per day for long term assignments after the 10<sup>th</sup> consecutive day). You will need to go to the Colorado Department of Education website (<https://www.cde.state.co.us/cdeprof>) and follow the steps to submit a 3 or 5 year substitute authorization application.

-You may then apply to sub with the RE-3J School District (once steps above are completed). You will be contacted (if approved) to be added to the sub list as soon as your license application shows up as approved on the CDE website. The application process for substitute authorization can take anywhere from 4 to 12 weeks to be approved.

**These are the requirements for becoming an emergency substitute teacher and obtaining the 1 year sub authorization:**

-If you have any college experience (less than a Bachelor Degree) or at least a high school diploma or GED and verified experience with children, you qualify for the 1 year sub authorization. One year sub authorizations are now available on the CDE website.

-You may then apply to sub in the Weld RE-3J District (once steps above are completed). You will be contacted (if approved) to be added to the sub list as soon as your license application shows up as approved on the CDE website. This process for sub authorization through CDE can take anywhere from 4-12 weeks to be approved.

-The rate of pay for an Emergency Sub is \$90 per day (there is no long term sub assignment pay increase).

***If a sub works more than 40 plus days in the District's fiscal year, there is a 3% pay incentive that will be paid out at the end of the fiscal year. If a sub works more than 80 plus days in the District's fiscal year, there is a 5% pay incentive that will be paid out at the end of the fiscal year.***

***New Incentive for 2018-2019-If a sub works 40 plus days within a fiscal year, the District will issue a chromebook for use throughout the year. Contact the District office at 303-536-2000 once minimum days are met.***