

**Substitute and Short-Term Teachers**

**A. Substitute Teachers**

1. A substitute teacher is hired to teach in the Cherry Creek School District at the substitute rate of pay.
2. A substitute teacher does not have responsibilities for long or short-term planning or evaluation of student progress.
3. The Office of Human Resources is charged with the responsibility of maintaining adequate substitute files, assignments, and contracts throughout the school year. An evaluation of substitutes will be required from all coordinators and principals upon request by the Superintendent.
4. The highest qualified substitute teachers or qualified instructors will be employed in the absence of a regular teacher. The administration will develop administrative procedures to implement this policy and to insure that the quality of the program is maintained in the absence of a regular classroom teacher.

**B. Short-Term Teachers**

1. A short-term teacher is hired to teach in the Cherry Creek School District for more than ten days and for fewer than ninety consecutive work days in the same position. This person is hired for specific days on the school calendar.
2. The rate of pay will be the per diem equivalent of the B.A. step one salary amount from the teacher salary schedule found in Policy 4141.
3. Short-term teachers should have one or both of the following responsibilities:
  - a. Full teaching responsibility, including short-term planning (less than 90 days) and evaluation.
  - b. Other professional duties defined between the teacher and principal(s) and specified in writing.

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