

## **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 on 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 sub list. The time frame depends on the time of year you apply and how long it takes to contact references. The pay rate for Regular Substitute Teachers is \$110 per day (\$120 per day on long term assignments after the 10<sup>th</sup> consecutive day).

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

- ✓ If you have a Bachelors Degree or above, you may qualify to be a Licensed Substitute at the pay rate of \$110 per day (\$120 per day on long term assignments after the 10<sup>th</sup> consecutive day). You will need to go on the Colorado Department of Education website ([www.cde.state.co.us/cdeprof/Licensure\\_main.asp](http://www.cde.state.co.us/cdeprof/Licensure_main.asp)) and follow the steps to submit a 3 or 5-year substitute authorization application.
- ✓ You may then apply to sub in the Weld Re-3J district (see steps listed above). 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 a sub authorization through CDE may 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: (Weld Re-3J is not currently hiring emergency substitute teachers)***

- ✓ If you have any college experience (less than a Bachelors Degree) or at least a high school diploma or GED, you qualify for the 1 year sub authorization. 1-year sub authorizations (for emergency subs) are now available on the CDE website. In addition to what CDE requires for this license, our district requires emergency subs to have 1-2 years of college experience.
- ✓ You may then apply to sub in the Weld Re-3J district (see steps listed above). 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 the sub authorization through CDE may take anywhere from 4 to 12 weeks to be approved.
- ✓ The rate of pay for an Emergency Sub is \$85 per day (no long term sub assignment pay increase).