

Substitute Information

Certified (Teaching) Substitute Information

All those interested in substitute teaching for Union Colony Schools must obtain a valid license from the Colorado Department of Education. All applications must be obtained directly by applying online on the Colorado Department of Education website at:

[Become a Substitute / Guest Teacher! | CDE \(Substitute Application Overview\)](#)

[Substitute Teacher Authorizations | CDE \(Substitute Application\)](#)

Certified Sub Pay Rates

Certified subs are paid \$170 per day, \$85 per half day.

Licensed certified teachers and/or UC retired teachers earn \$180 per day, \$90 per half day.

Beginning with the 16th consecutive day of teaching in the same assignment, a substitute teacher will receive the daily rate of the BA/Step 1 salary as listed on the Salary Schedule for Licensed Employees. Please refer to UCS School Board Policy GCG/GCGA for more details.

Classified (Non-Teaching) Substitute Information

The school utilizes the services of classified substitutes to fill when a classified employee is absent from their assignment. These jobs include: sub para-professional (teacher's aide) and sub health room aide.

Classified Sub Pay Rates

All classified substitutes are paid \$14.42 per hour. All classified substitutes are required to submit fingerprints regardless of whether they have a state issued teaching/sub license. Forms for fingerprinting are available from the Business Office.

After you have applied for a Certified or Classified substitute position:

If selected through the application process, new substitutes will be contacted to complete their payroll paperwork. Once all of the hiring paperwork has been completed, you will be emailed a log-in for the school's automated substitute/leave system Frontline. This system is used to advertise and fill all substitute assignments. You will not be added to the substitute list until you have completed all employment paperwork. For additional information please contact the Business Office: (970) 373-4680