

Silver SPRUCE Academy, Inc

An Equal Opportunity Employer

MAILING: PO Box 966, Bayfield, CO 81122

CAMPUS: 6699 CR 521, Bayfield, CO 81122

PROPERTY: 743 CR 510, Durango, CO 81303

970-500-5657



Substitute Teacher Requirements

Silver SPRUCE Academy, Inc. employs highly qualified staff and substitutes for its programs through CDE. The following requirements must be completed prior to subbing.

- 1) Submit a SPRUCE Application for Substitute/Volunteer including references and credentials.
- 2) Apply for a One Year Colorado Substitute Teaching License through CDE following the steps outlined at <http://www.cde.state.co.us/cdeprof/checklist-substituteauths>
*Official Police Fingerprinting and a CBI background check will be required.
- 3) Create COOL Account at <https://cool.randasolutions.com/Account/Register>
- 4) Provide SPRUCE with a copy of Colorado Substitute Teaching License to begin employment.

Substitute Teacher pay scale at Silver SPRUCE Academy is as follows:

Approved 01/16

Hourly	Under 3 Hours	\$15 per Hour
1/2 Day	3 Hours	\$40 per Day
Full Day	6 Hours	\$80 per Day
Full Day +	8 Hours	\$100 per Day

Silver SPRUCE Academy has official timesheets and one will be provided upon employment.

It is your responsibility to turn in timesheets in a timely manner after services are rendered.

A W-9 and I-9 must be on file before payment can be issued.

Payment will be rendered 1-10 days after service.