

## **FAQs for Guest Teachers and Guest Paraprofessionals**

### **BECOMING A GUEST TEACHER OR GUEST PARAPROFESSIONAL FOR DPS**

**Q. What are the requirements for becoming a guest teacher for DPS?**

A. There are a couple of requirements for becoming a guest teacher. You must first hold a minimum of a bachelor's degree which would qualify you to apply for the proper licensure with the Colorado Department of Education (3 yr sub authorization, Initial or Professional License or a 5 year sub authorization). The CDE link is: <http://www.cde.state.co.us> The next requirement is you must be able to work a minimum of 5 days a month. For more information, got to the guest teacher website at: <http://careers.dpsk12.org/substitute-teaching/>

**Q. What is the process for becoming a guest teacher for Denver Public Schools?**

A. There are a few steps in order to become a guest teacher for DPS. First you must have the proper licensure (or your pending receipt showing your license is in process) from the Colorado Department of Education. Acceptable licenses are: 3 year sub authorization, Initial or Professional License or a 5 year sub authorization. Next step you would need to apply to the guest teacher posting at: <http://tinyurl.com/lejfdk8> After your application has been received an interview invite will be sent and upon a successful interview the hiring on-boarding process would begin. For more information, got to the guest teacher website at: <http://careers.dpsk12.org/substitute-teaching/>

**Q. What are the requirements for becoming a guest teacher paraprofessional?**

A. There are two types of guest teacher paraprofessionals, one for Special Education and one for Early Childhood Education (ECE). Both positions require an Associate's degree (48 credit hours) or a passing score on the work keys test.

**Q. What is the process for becoming a guest teacher Special Education or Early Childhood Education (ECE) paraprofessional?**

A. Complete the on-line application and apply to the posting. If selected, notification will be e-mailed to you and the on-boarding process for hire will begin. Once selected for hire the submission of references and completing a background check will be needed.

**Q. Can I be both a guest teacher and a guest paraprofessional?**

A. Yes. You would need to apply to each position and be hired for each position.

**Q. What is the pay for guest teaching?**

A. The pay for being a guest is \$97.29/day (\$12.62/hr). After working 60 assignments the rate increases to \$146.81 a day (\$18.35/hr). The retired teacher's pay is \$114.46/day (\$14.30/hr) and after 60 assignments the rate increase to \$160.75/day (\$20.09/hr). For more information, got to the guest teacher website at: <http://careers.dpsk12.org/substitute-teaching/>

**Q. What is the pay for a guest teacher paraprofessionals?**

A. The pay for being a guest teacher Special Education starts at \$13.00. ECE paraprofessionals start at \$12.00 per hour. Pay is based on experience.

**Q. Will I have choices about where or when I work?**

A. Yes. DPS is divided up into five geographical regions. After you are hired, the automated system, SmartFind Express the district uses will allow you to select any or all of the regions. More information is provided during orientation and is also available in our training guides located on the guest teacher website.

**Q. Am I guaranteed a certain number of hours? Do I have to work a certain number of hours?**

A. A guest teacher must work a minimum of 5 days a month. There is no guaranteed number of hours. Denver Public Schools has over 180 schools and there are enough requests for a guest teacher to work every student contact day. We encourage guest teachers to work as many days as possible.

**Q. When/How often will I get paid?**

A. Guest teachers get paid on the last day of the month. If the last day of the month falls on a weekend, pay day would be the last working day of the week.

**USING THE SMARTFIND EXPRESS SYSTEM**

**Q. What is SmartFind Express?**

A. SmartFind Express (SFE) is DPS's system that searches for and makes guest teacher assignments when DPS teachers, Special Education paraprofessionals, and Early Childhood paraprofessionals report a planned or emergency absence. All DPS guest teachers and guest paraprofessionals must be registered in the SFE system in order to search for and accept guest teaching assignments.

**Q. How do I access the SFE system?**

A. After you are hired by DPS as either a guest teacher or guest paraprofessional, you will receive an e-mail as soon as you are able to register in the SFE system. **You must register over the telephone.** The telephone number is 720-501-6291. Your access code will be your DPS employee ID and your initial PIN will also be your DPS employee ID. You can then change your PIN. Once you have registered over the phone, you can also access the system on-line at <https://denverps.eschoolsolutions.com>.

**Q. Where are directions about how to use the SFE system?**

A. Directions and user manuals for using the SFE system are accessible on the guest teacher website at: <http://careers.dpsk12.org/substitute-teaching/>

**Q. What should I do when I register for the first time in SFE?**

A. Please follow the directions for changing your PIN, recording your name, and verifying your callback number. Once you have completed those actions over the telephone, please log into the system and complete the following steps:

- **Update your availability schedule** – the system will assume you are available every weekday, all day, to fill jobs. If you can only work specific days or partial days, you must update your schedule so you won't be contacted for jobs you cannot fill.
- **Select your classifications** – you must indicate in the system which subject areas or grades you prefer to teach. You may select as many as you wish. If you are teacher, please make sure you select only those classifications that start with the word TEACH. If you are a paraprofessional, please make sure you select only those positions which begin with PARA.
- **Select the locations where you prefer to work** – please note that you should select location groups, not individual locations, if you want more opportunities to work. To select location groups, scroll to the bottom of the list, past the names of the individual schools.
- **Please note that you can change this information at any time. It is your responsibility to keep it current.**

**Q. Do I have to wait to be called to take an assignment?**

A. No, you do not have to wait for a call. You can go into the SFE system on-line at any time and search for and accept open jobs. You can also search for jobs via the phone system. Directions for how to do this are included in the SFE substitute user guide located on the guest teacher website at:

<http://careers.dpsk12.org/substitute-teaching/>

**Q. If I was called for an assignment and missed the call, can I still accept it?**

A. Yes, you can accept the assignment if it is still open. You can accept the assignment either on-line or via the phone system.

**Q. Do I have the option to not be called by the SFE system? My preference is to use only the web application.**

A. Currently the district requests that jobs are available to be picked up by phone and on-line. You can view jobs on-line and select jobs in advance which will fill up your calendar. The system is less likely to call out to you when your calendar is already filled. NOTE: Even though your calendar is filled you may still receive calls for jobs that get cancelled.

**Q. Who do I call if I have a problem using the SFE system?**

A. You should call HR Connect at 720.423.3900 when encountering problems with the system. Please make sure you reference the SFE substitute user guide provided on our guest teacher website at:

<http://careers.dpsk12.org/substitute-teaching/> before calling HR Connect.

**Q. How do I cancel an assignment I have already accepted?**

A. There are instructions in the SFE user guide for canceling an assignment you have already accepted. If you are canceling an assignment within 24 hours of the start of the assignment follow the steps below:

1. Call the SFE system or go on-line and remove (cancel) yourself from the job. This way the system will begin to call other guest teachers and get the absence filled.
2. Call the school and advise them you have removed yourself from the job and the reason you canceled. This helps to ensure the school is aware in which they can work on getting the absence filled.
3. If you are unable to follow either of the steps listed above, we ask you to call the HR.Connect office at 720.423.3900.

NOTE: While we understand that emergencies occur, a pattern of cancellations will result in your removal from our guest teacher pool.

**Q. What if I'm going to be unavailable for some period of time?**

A. If you are going to be unavailable to work for a specified period of time (on vacation, out of town...etc), you can update your calendar in SFE to reflect the day(s) you will be unavailable to take jobs. Refer to the the SFE substitute user guide for more information. NOTE: There is a 5 day a month requirement to remain in the guest teacher pool. If your unavailability leads you to not meet this requirement, we ask you to e-mail the guest teacher management team at: [hr\\_guest\\_teacher@dpsk12.org](mailto:hr_guest_teacher@dpsk12.org) with this information.