

# Silver SPRUCE Academy, Inc

An Equal Opportunity Employer  
PO Box 966, Bayfield, CO 81122  
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>
- 3) Create COOL Account at <https://cool.randasolutions.com/Account/Register>
- 4) Official [Fingerprinting](#) and a CBI background check will be required.

\*SPRUCE does not pay for fingerprinting.

Schedule an appointment by using this link: [Identogo](#).

The Code for the Colorado Dept of Education is 25YFZK.

Local [Identogo](#) Locations:

Farmington: 62 E. Murray Dr. Farmington NM 87401

Cortez: 491 North Broadway Cortez CO 81321

- 5) Provide SPRUCE with a copy of Colorado Substitute Teaching License to begin employment.

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

Hourly	Under 3 Hours	\$20 per Hour
1/2 Day	4 Hours	\$80 per Day
Full Day	7 Hours	\$140 per Day

Approved 07/2024

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-4 and I-9 must be on file before payment can be issued.

Payment will be rendered 1-10 days after service is rendered.