



Belle Creek Charter School

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www.BelleCreekCS.org

In-House Substitute Teacher/Sub Coordinator 2025-2026 School Year

Text **InHouse25** to (720) 964-1157 to start the application process!

Join our Team at Belle Creek Charter School!

Belle Creek Charter School (BCCS) is a **tuition-free, Core Knowledge** school in Henderson, Colorado, committed to fostering academic excellence, character development, and a love of learning. As a **high-achieving public charter school**, BCCS provides a structured, content-rich curriculum that supports student growth and success. Our **collaborative and supportive teaching environment** ensures that educators have the resources they need to inspire and empower students. If you're passionate about education and looking to join a **dedicated team in a vibrant, community-focused school**, we invite you to [apply](#) today!

About the Position:

BCCS is seeking a highly organized, flexible, and adaptable individual to serve as our Full-Time In-House Substitute Teacher/Substitute Coordinator. This role combines instructional coverage with critical coordination and administrative support. The position plays a key role in ensuring smooth daily operations and consistent coverage for staff absences, while maintaining strong communication with staff and school leaders.

Why work for BCCS?

[BCCS](#) is dedicated to **academic excellence, student growth, and a supportive environment**. We provide a **structured, content-rich curriculum** for K-8 students and utilize the **Orton-Gillingham approach** in K-3 to build strong literacy foundations aligned with the Science of Reading.

At BCCS you'll benefit from:

- **Collaboration & Supportive Culture** - Work with a **dedicated team** that values teamwork, innovation, and student success.
- **Strong Curriculum & Instructional Approach** - Implement a **content-rich Core Knowledge curriculum** with structured literacy instruction in early grades.
- **Professional Growth** - Access **mentorship, coaching, and job-embedded professional learning** to support your development.
- **Engaged Community** - Be part of a **tight-knit school culture** with strong family involvement and a commitment to student achievement.

We welcome you to come and learn more about what BCCS has to offer! Check out what our staff is saying [here](#)!

Compensation/Salary:

- \$145-\$200/day based on verified years of relevant experience and license
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Benefits Overview:

We offer a robust, comprehensive benefits package that includes:

- **Employer-paid benefits package includes:**
 - Medical Insurance: Kaiser HMO
 - Health Savings Account (with employer HSA contribution)
 - Dental Insurance: PPO plan through Delta Dental
 - Short-Term/Long-Term Disability Insurance
 - \$20,000 Term Life Insurance: Additional supplemental life insurance plans are available voluntarily.
 - Employee Assistance Program (EAP) supporting you and your dependents with in-person or virtual support - up to 8 therapy and 8 coaching sessions
- **Paid Time Off:**
 - 8 PTO days per year
- **Additional Benefits:**
 - Medical Insurance: Choice of two UMR United Healthcare Plans
 - Vision Insurance: Through VSP
 - Professional Liability Plan: through the Professional Association of Colorado Educators (PACE) - click [here](#) to learn more
 - Flexible Spending Plans
 - Retirement plan: Colorado (PERA) defined benefit pension with additional voluntary savings options - Click [here](#) to learn more!
 - Voluntary Retirement Savings Plans: 401k, 403b, 457, and Roth IRA
 - Aflac voluntary coverage

For full benefit details on our 25-26 benefit plans, visit our [2025-26 Benefits Page](#).

Key Skills:

- Excellent organizational, communication, and time management skills.
- Ability to coordinate staffing logistics across multiple grade levels.
- Familiarity with Microsoft Office, Google Workspace, and online scheduling software.
- Strong problem-solving and critical-thinking skills.
- Bilingual (English/Spanish) preferred.
- Must demonstrate professionalism and maintain confidentiality.



Key Responsibilities:

- Serve as the primary In-House teacher for K-8 classrooms.
- Manage daily staff coverage and communicate assignments.
- Serve as the primary liaison with external substitute staffing agencies (e.g., Scoot Education)
- Coordinate and assist with substitute lesson plans and attendance procedures, and prepare instructional materials as needed.
- Provide backup coverage for small group instruction (e.g., RTI/SPED) as needed.
- Step in to cover lunch, recess, classroom, front office, attendance, or health office duties as necessary.
- Record and update staff time-off requests on internal calendars and systems.
- Manage and submit monthly timesheets for substitute teachers
- Forward or communicate all time-off requests and last-minute absences to the appropriate administrators for approval and visibility.
- Respond to immediate or mid-day coverage needed.

Required Education and Experience Requirements:

- Bachelor's degree
- Experience in education (substitute teaching, paraprofessional work, or classroom support)
- Valid Colorado Substitute Authorization or any valid Colorado Teaching with any K-8 endorsement
- The ability to handle many complex tasks simultaneously.
- The ability and interest to be part of a high-functioning team. (Having respected and trusted colleagues, preferably as teammates, makes the demands of teaching sustainable.)
- The ability and interest to learn continuously and to adapt to changing circumstances (student characteristics, curriculum, and so on).
- A belief in empowering all children as owners of their learning.

Application Process:

To apply, complete our online application: [Careers At Belle Creek Charter School](#). We are seeking professional, highly qualified candidates to join our team.

Equal Opportunity Employer:

BCCS is an equal opportunity employer. We are committed to an inclusive environment for all employees. We do not discriminate based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other protected status in accordance with applicable laws and regulations.

Posting Timeline:

Opening: May 17, 2025

Closing: June 30, or until filled

Join our team and make a difference in the lives of our students!

