



Flexible Staffing

Utilizing Community Members & College Students to Meet Your Hiring Needs

Since July 1st, districts have utilized the following three flexible staffing strategies to identify, hire, and authorize/permit over 600 community members and college students to work in their schools. The CSDE encourages districts to evaluate how these strategies can help with school staffing needs.*



Substitute Authorization (No BA/BS)

Minimum Requirements:

- At least 18 years old
- High school diploma or equivalent
- Experience with school-age children

Authorized to serve *no more than 40 days* in the same assignment.

[ED174 Form](#)

Long-Term Substitute Authorization

Minimum Requirements:

- BA/BS
- At least 12 credits in content/area to be taught

Authorized to serve in the same assignment *beyond 40 days*.

[ED175 Form](#)

Durational Shortage Area Permit (DSAP)

Minimum Requirements:

- Valid CT educator certificate in another teaching area or enrollment in a program leading to certification
- At least 12 credits in content/area to be taught

[ED177 Form](#)

* All persons considered for employment must adhere to hiring districts policies and procedures.