

SUBSTITUTE TEACHERS

THE FOLLOWING INFORMATION IS PROVIDED FOR POTENTIAL SUBSTITUTE TEACHERS IN
THE ST. JAMES R-I SCHOOL DISTRICT.

The State of Missouri, Department of Elementary & Secondary Education (DESE) is now requiring that the applicant substitute teacher obtain their own certification independent of any school district. In order to begin this process, the applicant must complete some preliminary steps.

- 1) The applicant shall send **original** copies of transcripts to DESE. These transcripts may be "Issued to Student" or "Official" but must be the originals. Copies printed from the computer will not be accepted. The applicant's full social security number should be written on the transcript. The college usually just includes the last 4 digits but DESE wants the entire SSN on the transcripts. These transcripts shall be mailed to the following:
Department of Elementary & Secondary Education
Attn: Substitute Certification
P.O. Box 480
Jefferson City, MO 65102-0480
- 2) Complete the fingerprinting required by DESE. Go to <http://www.l1enrollment.com/> to set up an appointment. The cost to the applicant is \$52.20 and **MUST BE** completed prior to obtaining the substitute license to teach. You may also call (866) 522-7067 to set up an appointment. There are several fingerprinting sites in the State of Missouri (Rolla is one) so you should not have to travel far to have this completed.
- 3) Complete the substitute application procedure on the DESE website. <http://www.dese.mo.gov/divteachqual/teachcert/subcerts.html>. The instructions are on the website and will guide you through the process. Once you have items 1-3 completed, it will take about 2 weeks for DESE to complete your substitute certificate. You will be able to go online at that point and check on your status and print out a verification of certification page. That verification will be required before St. James R-I Schools will accept an application to substitute teach in the district or any district that you wish to designate.
- 4) When you have your substitute certificate and/or verification of certification, you can complete an application for substitute teaching at www.applitrack.com. **Please note:** This is the only application that St. James R-I Schools will accept. Paper applications or resumes will no longer be accepted. Notify the district office that you have submitted the application via Applitrack and we can then submit your name to the Board of Education for approval to substitute teach. Once you have been approved by the Board of Education (meetings are scheduled for the 3rd Thursday of each month), you will be notified. You will need to make sure that you come to the Central Office and fill out tax paperwork and bring two (2) forms of ID (driver's license and social security card OR a valid passport) before you work in our schools.

Questions may be addressed to Jan Burch, Secretary to the Superintendent, at 573-265-2703.