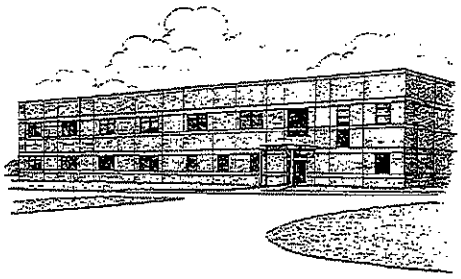
Winston R-VI School District
200 West Third, PO Box 38 660/339-6462 *phone*
Winston, MO 64689 660/339-6468 *fax*

Mrs. Brenda Pliley	Dr. Kayli Burrell	Mrs. Nicole Curtis
Principal	Superintendent	Asst. Principal



Date: _____

Hello!

If you are still interested in being called in as a substitute teacher for the upcoming school year, or are applying for a substitute position with our District, please respond to this letter. You may return this letter to me, or you can email to muthe@winton.k12.mo.us. If you are NOT interested for the upcoming school year, please call or email to let me know.

- Our Daily Sub rate is $125/day (over 4.15 hours) & $62.50/half day (under 4.15 hours)

Thank you!

Melinda Uthe

Name: _____

Phone: _____

Email Address: _____

Would emailing you be an effective way to contact to substitute: Yes _____ No _____

Please indicate your preference: Elementary _____ High School _____ Both _____

Would you be willing to substitute in our kitchen? Yes _____ No _____

Would you be willing to substitute for half days? Yes _____ No _____

Do you have any special requests or circumstances, i.e. specific days that you cannot work?

_____

_____

_____

Winston R-Vi School District

Expectations/Information for Substitutes

EXPECTATIONS:

- Arrival time is 7:25 a.m. Stop by the Front Office to check in & pick up any daily Sub Paperwork.
- Please review your morning duty assignment and report to that location.
- Greet students at classroom door.
- You will be asked to take attendance and meal count 1st hour- please complete this by 8:10 a.m. & send a student to the office with this info on Period Absentees Slip (or dial ex# 2128 & give Melinda the info).
    - High School: Attendance taken at the top of the hours 2-7; have a student run this info to the office or call #2128 with this info – (ONLY if there are absences)
- Review Classroom expectations with students.
- Actively supervise students at all times (classroom, hallway, restroom, recess, cafeteria, arrival & dismissal).
- Implement the Teacher's written lesson plan.
- Maintain proper control & discipline both inside and outside the classroom in a positive manner by establishing good, wholesome rapport with students.
- Cell phone and personal electronic devices are not permitted while students are in the classroom.
- Working on personal items is not permitted while students are in the classroom.
- Walk around the room to manage and assist the students.
- Leave written highlights of the day or other significant information for teacher.
- Assist with dismissal.
- You may leave after students are loaded on bus.

INFORMATION:

- You are welcome to purchase lunch in our cafeteria. Be sure to include your lunch on the meal count turned in 1st hour. Please pay as you go thru the line if you don't have an account set up.
- It is possible that you will be asked to substitute in more than one class during a given day and occasionally, it may become necessary to shift you to another room depending on student/teacher needs.
- Substitutes are not guaranteed a plan time unless it is a long-term substitute position.
- Dress attire is business casual. All substitutes should look professional. When substituting in a Physical Education, Ag or Industrial Arts classroom, workout or casual clothes may be worn. The last day of the week is "Spirit Day", when staff may wear jeans & a Redbird Shirt (Or School Colors).
- Substitutes are paid $125/Full Day (over 4.15 hours) and $62.50/half day (4.15 hours or less). Substitutes are paid on the 20th of the month after actual month services are performed (your days worked in September will be paid in October).
- If you have not enrolled in direct deposit, you may pick up your check in the Superintendent's Office on the 20th. Checks that are not picked up by the close of the work day will be mailed.
- Sign up for County Text Alerts thru TextCaster Services at www.winston.k12.mo.us

Please provide a resume OR the following information:

Name: _____

Address: _____ City: _____ ZIP _____

Phone: _____ Phone: _____

Work Experience

Employer: _____ Dates: _____

Location: _____ Phone Number: _____

Job Title: _____

Work Performed: _____

Employer: _____ Dates: _____

Location: _____ Phone Number: _____

Job Title: _____

Work Performed: _____

Employer: _____ Dates: _____

Location: _____ Phone Number: _____

Job Title: _____

Work Performed: _____

References

Name: _____ City/State: _____ Phone: _____

Name: _____ City/State: _____ Phone: _____

Name: _____ City/State: _____ Phone: _____

State Board of Education Approves Alternative Route to Obtain Substitute Certificate

dese.mo.gov

For more information, contact:

Communications

Department of Elementary and Secondary Education

Phone: 573-751-3469

Communications@dese.mo.gov

Contact Communications

How Can We Help?

Tue, 08/18/2020 - 12:00

Through both a proposed amendment and an emergency rule, the Missouri State Board of Education approved an alternative route for individuals to obtain a substitute certificate of license to teach. The Department of Elementary and Secondary Education (DESE) requested an additional path after consulting with education groups to help address the shortage of substitute teachers throughout the state.

Currently, individuals looking to obtain a substitute certificate must complete 60 semester hours or more of college-level credit from a DESE-recognized and regionally accredited academic degree granting institution. Following the State Board of Education's decision today, individuals who possess a high school diploma or equivalent may complete a 20-hour state-approved substitute teacher online training to be eligible for a substitute certificate. The training includes topics such as professionalism, honoring diversity, engaging students, foundational classroom management techniques, basic instructional strategies, supporting students with special needs, and working with at-risk youth.

"Many teachers and school administrators have expressed concern about the potential shortage of substitute teachers during the 2020-21 school year due to COVID-19," said Assistant Commissioner for the Office of Educator Quality Paul Katnik. "With already a declining number of candidates entering the education profession, this option will help Missouri school districts and charter schools develop a deeper pool of substitute teachers both in the short- and long-term."

The emergency rule will be filed on August 19 and will take effect on September 2. Additional information regarding the online training, including approved vendors and associated costs, can be found **here** once available.

Apply to the Department of Elementary & Secondary Education (DESE) for Missouri Substitute Certificates of License to Teach. Effective July 2012, the following procedure is used for Application:

The Application Process is "On-Line!"

BACKGROUND CHECK

1. MACHS (Missouri Automated Criminal History Site) this is the on-line service you will use for fingerprinting for your Background Check www.machs.mo.gov or if you do not have access to the internet, you may call 1.877.862.2425, user code 0577 for Winston
2. Applicant applies for substitute certificate on-line at www.dese.mo.gov
3. Mail original transcripts to DESE (write educator ID or SS number and "SUB CERT")
4. Certificate is "Issued" not printed! (you may print your own copy of the certificate once DESE has issued the certificate). Please provide Winston R-VI a copy of your certificate.
5. District will annually report substitutes who worked: on-line reporting.

Listed below is a brief step by step for the DESE website to get you started:

SUBSTITUTE CERTIFICATE

1. DESE website: www.dese.mo.gov
2. Click on DESE Web Applications login
3. You will need to set up a password.
4. Choose Educator Certification System
5. Set up a profile with an Educator ID
6. You are ready to start your application

If you have any questions, please feel free to call DESE at 573.751.0051.

MANUAL FINGERPRINT INSTRUCTIONS - SUBSTITUTE TEACHERS

PURSUANT TO SECTION 168.036 Revised Statutes of Missouri (RSMo)

168.036.10 Beginning January 1, 2023, any substitute teacher may, at the time such substitute teacher submits the fingerprints and information required for the background check required under section 168.021, designate up to five school districts to which such substitute teacher has submitted an application for substitute teaching to receive the results of the substitute teacher's criminal history background check and fingerprint collection. The total amount of any fees for disseminating such results to up to five school districts under this subsection shall not exceed fifty dollars.

This process requires manual fingerprint submission. Applicants WILL NOT register on the MACHS portal. The manual fingerprint process requires applicants to be fingerprinted on an Applicant Fingerprint Card (FD-258). Please note this process is for applicants applying at multiple school districts at the same time as a substitute teacher for a fee of $50.00 for the background checks. For those applying at only ONE school district, do not use this process. Failure to follow instructions as outlined below may result in denial of request.

1. Contacting School Districts: Applicants must contact each school district to apply for employment as a substitute teacher with each school district, and to obtain each school district's **Originating Agency Identifier (ORI) and OCA (County/District Code).** ***This information is required to complete the Acknowledgement Form.***

   The ORI is 9-digits and identifies the school district as an authorized entity to request and receive FBI fingerprint-based criminal history. For example, the ORI will begin with "MO9" and end with the letter "Z". The OCA is the school's assigned county/district code and consists of a 3-digit county code and a 3-digit district code (e.g., 001-999). **These are unique to each school district and can only be obtained from each school district**.

2. Fingerprinting: Refer to "**Attachment A**" for fingerprinting options. You must have a hard copy Applicant Fingerprint Card (FD-258) for mailing to the MSHP as indicated in Step 6 noted below.

3. Completing the Applicant Fingerprint Card (FD-258): The applicant must ensure all personal information, such as applicant name, date of birth, social security number, height, weight, sex, etc., are included on the fingerprint card. The ORI and OCA fields can be left blank as this information will be obtained from the completed **Acknowledgement Form**. The Reason Fingerprinted Field must indicate: **168.133**. The fingerprint card must be completed in full, including personal information, fingerprint images, signed and dated.

4. Acknowledgement Form: The applicant must complete the Acknowledgement Form (in full).

5. Fee: $50.00, Check or Money Order, payable to "Criminal Record System Fund."

6. Mail: **Acknowledgement Form, Fingerprint Card, and Payment** to: MSHP, PO Box 9500, Jefferson City, MO 65102-9500

7. Questions: For questions about the manual fingerprint process, refer to Attachment A, or contact the Missouri State Highway Patrol at (573) 526-6153 option 3, option 1, for the Record Check Processing Unit.

ATTACHMENT A

FINGERPRINT OPTIONS AND LOCATIONS

Option 1: Contact local law enforcement, such as the local Police Department or Sheriff's Office, and ask if they provide applicant fingerprint services (hard copy fingerprint cards). Fingerprinting must be on an Applicant Fingerprint Card (FD-258). Law Enforcement agencies are permitted to ink or use their Livescan device to print and enter demographic information of the applicant. When using livescan, the agency must pause/print, and provide a hard copy card to the applicant. (*Fees may apply for this service*.)

Option 2: Highway Patrol General Headquarters - 1510 E. Elm Street, Jefferson City, MO 65101. **Appointment Required.** Call (573) 526-6265, option 2 (for AFIS). Ask for a fingerprint appointment. (*No fees for this service*)

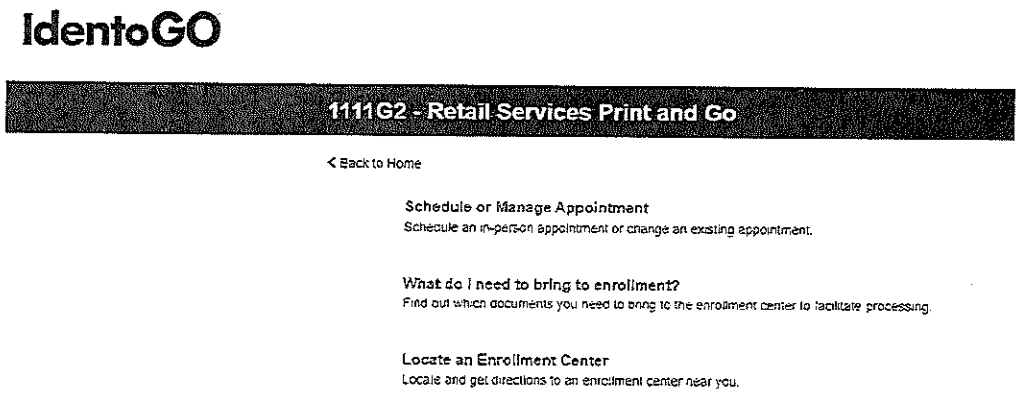
Option 3: Highway Patrol Troop Headquarters - **Appointments Required.** (*No fees for this service*)

1. Troop A Headquarters: (816) 622-0800 – 504 S.E. Blue Parkway, Lee's Summit, MO 64063
2. Troop B Headquarters: (660) 385-2132 – 308 Pine Crest Drive, Macon, MO 63552
3. Troop C Headquarters: (636) 300-2800 – 891 Technology Drive, Weldon Spring, MO 63304
4. Troop D Headquarters: (417) 895-6868 – 3131 E. Kearney Street, Springfield, MO 65803
5. Troop E Headquarters: (573) 840-9500 – 4947 Highway 67 N., Poplar Bluff, MO 63901
6. Troop F Headquarters: (573) 751-1000 – 2920 N. Shamrock Road, Jefferson City, MO 65101
7. Troop G Headquarters: (417) 469-3121 – 1226 W. Bus. US-60/63, Willow Springs, MO 65793
8. Troop H Headquarters: (816) 387-2345 – 3525 N. Belt Highway, St. Joseph, MO 64506
9. Troop I Headquarters: (573) 368-2345 – 1301 Nagogami Road W., Rolla, MO 65401

Option 4: IDEMIA/IdentoGO - **Print and Go**. Website: **uenroll.identogo.com/workflows/1111G2** *(Fees will apply for this service)*

Click on "Schedule or Manage Appointment," and follow the instructions.

Note: There are limited locations that provide hard copy print options.



ACKNOWLEDGEMENT FORM

*Fingerprint Background Check Process for Applicants Who Have Applied at Two to Five School Districts **at the Same Time** for Substitute Teaching Positions*

Pursuant to RSMo section 168.036, an applicant as a substitute teacher may designate up to five school districts to which the applicant has submitted an application for substitute teaching. (Note: Temporary staffing/employment agencies are excluded in this process.)

Applicants **must contact each school district to obtain the Originating Agency Identifier (ORI) and OCA (county/district code) assigned to each school district**. This information is unique to each school district and can only be obtained by contacting each school district. The information provided on this form will be used with the completed fingerprint card to process the multiple background checks for the school districts listed.

Please complete the following and print clearly. *(Any omitted information may cause this request to be denied.)*

1. ORI for School District #1 _____

   Name of School: _____

   OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. **Check to confirm: _____ Yes**

2. ORI for School District #2_____

   Name of School: _____

   OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. **Check to confirm: _____ Yes**

3. ORI for School District #3_____

   Name of School: _____

   OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. **Check to confirm: _____ Yes, OR _____ N/A (I have only applied at 2 schools)**

ACKNOWLEDGEMENT FORM

*Fingerprint Background Check Process for Applicants Who Have Applied at Two to Five School Districts **at the Same Time** for Substitute Teaching Positions*

4. ORI for School District #4_____

   Name of School: _____

   OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. **Check to confirm: _____ Yes, OR _____ N/A (I have only applied at 3 schools)**

5. ORI for School District #5 _____

   Name of School: _____

   OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. **Check to confirm: _____ Yes, OR _____ N/A (I have only applied at 4 schools)**

This Acknowledgement Form must be signed and dated by the applicant.

_____

Printed Name of Applicant **Signature of Applicant**

_____

Date Signed

Mail the following 3 items **together** to: MSHP, PO Box 9500, Jefferson City, MO 65102-9500

1. The completed and signed **Acknowledgement Form**
2. The completed and signed **FD-258 Applicant Fingerprint Card (RFP 168.133 RSMo)**
3. Check or Money Order for **$50.00, payable to "Criminal Record System Fund"**

NOTE: The results of the criminal history background check will be sent directly to the school districts listed on this form. Processing of manual fingerprint cards may take 7 - 10 business days once received.

Attachments (please retain for your records):

State and National Rap Back Notice, Applicant Privacy Rights, The Privacy Act Statement