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Dr. Melonie Bunn, Superintendent  
Mr. Jerry Premer, Executive Administrator  
Mrs. Tammy Raderstorf, Principal/Sp. Ed. Dir.  
Mr. Cody Swearingin, Athletic Director



## Richards R-V School District

3461 County Road 1710  
West Plains, Mo 65775  
Telephone (417) 256-5239  
Fax (417) 256-331

### 2021-22 Certified Substitute Information

- Substitute pay is \$90 per day.
- Please complete (or update for returning substitutes) your personal information online with the Missouri Department of Elementary and Secondary Education at <http://dese.mo.gov> in the substitute certification area. Retired teachers are exempt from this requirement.
- Please follow the enclosed instructions to complete the required MUSIC Sexual Misconduct: Staff-to-Student Training.
- Please follow the enclosed instructions to obtain an FBI fingerprint background clearance. You are exempt from having this background check done if one of the following applies:
  - You have previously had the background clearance done, have a current substitute certificate with us AND have subbed for us during this past year.
  - You have a lifetime teaching certificate on file with us AND have subbed for us during the past year.
  - You have completed a background check for another district within the last 12 months.
- Please complete and return the following packet forms:
  - Substitute Teacher Application (for new substitutes)
  - Substitute Teacher Update Sheet (for returning substitutes)
  - Cell Phone Policy
  - MUSIC Sexual Misconduct: Staff-to-Student training verification
  - Employment Eligibility Verification Form I-9
  - W-4 (will need to be completed before payroll can be processed)
  - Direct Deposit Authorization Form (will need to be completed before payroll can be processed)

Substitute teachers will be scheduled through Mrs. Raderstorf (cell phone 573-707-0298).