



Richards R-V School District

Enable All Students to Become Responsible, Productive Citizens in a Changing World

Contacts

Mr. Jerry Premer
Executive Administrator

Dr. Melonie Bunn
Superintendent

Mr. Mick Price
Principal

Mr. Cody Swearingin
Asst. Principal

Mrs. Jennifer James
Bookkeeper

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Mr. Jacob Deckard
Member

Mr. Gerald Smith
Member

2024-25 Certified Substitute Information

- Substitute pay is \$100 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.
- 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 Mr. Swearingin 417-256-5239.