

## Central R-3 Substitute Teacher Checklist

\_\_\_\_\_ -Complete an application ([Link To Application](#))-Email application to [chrissydavis@centralr3.org](mailto:chrissydavis@centralr3.org)

\_\_\_\_\_ -Complete HR/Payroll paperwork packet(includes background check)- packets can be filled out immediately after meeting with Ms. Chrissy Davis at the administration building.. **Be sure to bring two forms of ID and a voided check.**

\_\_\_\_\_ -Submit a copy of DESE substitute certification [DESE Substitute Certification website](#)

\_\_\_\_\_ Substitutes are scheduled in advance if possible. Sub openings are sent out before 9pm the day prior to school day or the first thing in the morning of an opening (This only occurs when district staff are absent for an emergency).

For more information concerning substitute teaching, please contact Ms. Chrissy Davis at 573-431-2616 ext. 5103. Email: [chrissydavis@centralr3.org](mailto:chrissydavis@centralr3.org). Address: 200 High Street Park Hills, MO 63601

### Substitute Teacher Pay

Substitutes are paid once per month on the 15th for the day(s) they sub for teachers. The rates below are for each category of substitutes.

Certification Type	Daily Rate
Substitute Certificate Only	\$80
Certified Teacher	\$85
Retired Teacher	\$90

**\*If you substitute at least 10 days in a month, you will be given an additional \$25 for each day you substituted during that month.**