



# Macon Tigers

MACON COUNTY R-I SCHOOL DISTRICT

\* 702 N. Missouri \* Macon, MO 63552 \* Phone 660-385-5719 \* Fax 660-385-7179

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Thank you for your interest in serving as a substitute teacher for the Macon County R-I school district. We utilize Kelly Educational Services for hiring our Substitute teachers. Contact Kelly Services at 573-217-4630, 573-445-5907 or [362X@kellyservices.com](mailto:362X@kellyservices.com) for more information.

The following are a few of the requirements needed to work as a substitute teacher:

- A valid Missouri teacher certificate or,
- Minimum of 60 college hours with an official transcript on file
- As of January 1, 2005, a MO Highway Patrol and FBI fingerprint background check is required.

Those applying for a substitute position should complete the required application from the Missouri Department of Elementary and Secondary Education @[DESE.MO.GOV](http://DESE.MO.GOV). Since June 1, 2011, all educator certification applications are only submitted electronically through DESE's new online certification system. To begin the application process, applicants (i.e. new graduates, educators seeking renewals and upgrades, and substitutes) will need to create a user ID and profile. If you have additional questions about this process or have difficulty logging into the certification web applications, please email [certification@dese.mo.gov](mailto:certification@dese.mo.gov) or call 573-751-0051.

Thank you,

Macon County R-1 School District