

Fox C-6 School District



Substitute Teacher Application Packet

Fox C-6 School District

745 Jeffco Blvd.
Arnold, MO 63010
636-296-8000

Substitute & HR Support Specialist

Talea Shade
636-296-8000 ext. 7114
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Substitute Coordinator

Monica Montgomery
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Thank you for your interest in being a Substitute Teacher for the Fox C-6 School District!

The first step is to apply for the Substitute Teacher position on our district website: <https://foxc6.tedk12.com/hire/index.aspx>. You may also fill out the paper application attached to this packet if you are unable to do so electronically. Your paper application should be dropped off at Central Office 745 Jeffco Blvd., Arnold, MO 63010 - Attn: Talea Shade.

Please note: As part of our application process, we do require each applicant to have a reference by a previous supervisor from any school or district in which they have worked in. If you have not previously worked in a school, your most recent supervisor will be acceptable.

Once your application has been received and references have been reviewed and cleared, you will be able to move forward in the next steps of the onboarding process. A new hire checklist will be issued to you with paperwork to complete and an onboarding meeting will be scheduled. At this time, you will receive information regarding the required background checks and contingencies to begin working within the district.

You will also need a substitute teaching certificate, or valid teaching certificate, from the state of Missouri. You will need to apply on the Department of Elementary and Secondary Education (DESE) website - <https://dese.mo.gov/educator-quality/certification/substitute-teachers>. You can also call the DESE certification line directly at 573-751-0051 for any clarification on the certification process.

One of the steps to receive a certificate is that you will need to register & complete a background check/fingerprinting. **Please wait to complete fingerprinting until you receive a contingent employment offer from the district as you will need to obtain the district's 4-digit background check code for use**

You can still begin the application process even if you do not have your DESE certification yet. Just note, you will not be able to accept any substitute jobs until your certification has been issued and obtained by the Fox C-6 School District (along with the required contingencies and onboarding cleared and completed). If you have any questions, please contact Talea Shade.



Fox C-6 School District
Application for Employment

PERSONAL INFORMATION

General Information

How did you learn about this position? _____

Contact Information

First Name _____ Last Name _____

Middle Name _____ Email _____

Primary Phone Number _____ Alternate Phone Number _____

Social Security Number _____ Other Name(s) _____

Have you worked here before? YES ☐ NO ☐

Present Address

Street _____ City _____ State _____ Zip/Postal Code _____

Permanent Address (If different from present address)

Street _____ City _____ State _____ Zip/Postal Code _____

Work Authorization

Are you legally able to work in the U.S.? YES ☐ NO ☐

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information please check "Decline to Identify."

Gender _____

Ethnicity: Hispanic/Latino ☐ Not Hispanic/Latino ☐ Decline to Identify ☐

Asian YES ☐ NO ☐

American Indian or Alaska Native YES ☐ NO ☐

Black or African American YES ☐ NO ☐

Native Hawaiian or Other Pacific Islander YES ☐ NO ☐

White YES ☐ NO ☐

Decline to Identify ☐

EMPLOYEE REFERRAL

Employee Referral

If you were referred by a current District employee, who referred you? First & Last Name _____

EMPLOYMENT HISTORY

Present Position

If you are currently unemployed, please write "N/A" in all required fields. If you do not have the employer's email information, please write na@foxc6.org in the email field.

Present Title _____ Start Date _____ Salary _____

Name of Employer _____

Employer's Address _____
Street City State Zip

Supervisor Name _____ Supervisor Phone Number _____

Supervisor Email _____

Duties & Responsibilities _____

Reason for Leaving _____

Work Experience #2

If you have no prior employment experience, please type "N/A" in all required fields.

Employer _____ Employed from _____ Employed to _____
(mm/dd/yyyy) (mm/dd/yyyy)

Reason for Leaving _____

Position/Title _____ Name While Employed _____

Employer Address _____
Street City State Zip

Employer Phone Number _____

Supervisor Name _____ Supervisor Phone Number _____

Supervisor Email _____

Duties & Responsibilities _____

Work Experience #3

Employer _____ Employed from _____ Employed to _____
(mm/dd/yyyy) (mm/dd/yyyy)

Reason for Leaving _____

Position/Title _____ Name While Employed _____

Employer Address _____
Street City State Zip

Employer Phone Number _____

Supervisor Name _____ Supervisor Phone Number _____

Supervisor Email _____

Duties & Responsibilities _____

Work Experience #4

Employer _____ Employed from _____ Employed to _____
(mm/dd/yyyy) (mm/dd/yyyy)

Reason for Leaving _____

Position/Title _____ Name While Employed _____

Employer Address _____
Street City State Zip

Employer Phone Number _____

Supervisor Name _____ Supervisor Phone Number _____

Supervisor Email _____

Duties & Responsibilities _____

BACKGROUND INFORMATION

Background Information

Have you listed ALL current and former employers who are education providers in the Experience section of this application?

YES ☐ NO ☐ If No, explain _____

Is your physical/mental health condition such that you can fulfill the essential job functions of the work for which you are applying (either with or without reasonable accommodations)? YES ☐ NO ☐

Are you willing to substitute? YES ☐ NO ☐

Have you ever been convicted of a violation of law other than a minor traffic violation? YES ☐ NO ☐

If Yes, explain. _____

Are you currently or have you ever:

(a) been the subject of an inquiry, review, or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?

(b) left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct?

(c) left any educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?

(d) been involuntarily terminated, asked to resign, or resigned in lieu of termination from ANY employer?

YES ☐ NO ☐ If Yes to any of these, explain. _____

Have you ever:

(a) surrendered a professional license of any kind before its expiration?

(b) had a professional certificate or license revoked or suspended?

(c) had an adverse action taken on a professional certificate, license, or charter school registration?

(d) been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or other credential?

(e) been denied any professional license for which you applied, or granted a professional license on a conditional or probationary basis for any alleged misconduct?

(f) been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?

YES ☐ NO ☐ If Yes to any of these, explain. _____

Have you ever been convicted of or been granted a diversion or conditional discharge by any court for any: (a) Felony (b) Misdemeanor (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked, or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?

YES ☐ NO ☐ If Yes, explain. _____

Have you ever been arrested or cited for any offense listed in the question above which is still pending in the courts? This includes any diversion, conditional discharge, or postponed adjudication that has not been dismissed by the courts at the time this application is submitted.

YES ☐ NO ☐ If Yes to any of these, explain. _____

Have you ever had any civil judgment or other court order, including but not limited to restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

YES ☐ NO ☐ If Yes to any of these, explain. _____

Are you currently the subject of an ongoing investigation into child abuse or sexual misconduct involving a K-12 student or minor child, or have you ever been the subject of a substantiated report of child abuse or sexual misconduct involving a K-12 student or minor child? If yes please explain.

YES ☐ NO ☐ If Yes to any of these, explain. _____

EDUCATION

Secondary/High School Information

School Attended _____

City/State _____

Degree _____

Undergraduate Institution #1

Type of School College/University ☐ Community College ☐ Other ☐ Trade/Vocational School ☐

Name of School _____

City/State _____

Degree Earned _____

Undergraduate Institution #2

Type of School College/University ☐ Community College ☐ Other ☐ Trade/Vocational School ☐

Name of School _____

City/State _____

Degree Earned _____

Graduate Institution #1

Name of School _____

City/State _____

Degree Earned _____

REFERENCES

Please provide a minimum of (3) professional references. References should NOT include friends or family. If you have worked in a previous school district(s), we must have a reference from your supervisor(s) or Human Resources Department at the school district(s).

Reference #1

Name _____ Title _____
Relationship _____ Phone _____
Email _____ Dates Known _____
Address _____
Street City State Zip

Reference #2

Name _____ Title _____
Relationship _____ Phone _____
Email _____ Dates Known _____
Address _____
Street City State Zip

Reference #3

Name _____ Title _____
Relationship _____ Phone _____
Email _____ Dates Known _____
Address _____
Street City State Zip

ADDITIONAL QUESTIONS

Are you a relative of any board member, administrator, supervisor or employee who is currently serving the School District?

YES ☐ NO ☐

If Yes, Name _____ Position _____
Relationship _____

EXPERIENCE & JOB SKILLS SUMMARY

Job Specific Skills

Please complete these questions if they are related to the position for which you are applying.

For Bus Driver Applicants Only:

Years of Experience _____

Drivers License Held YES ☐ NO ☐

DL Expiration Date _____

Current CDL Held YES ☐ NO ☐

CDL Expiration Date _____

First Aid Certified YES ☐ NO ☐

Have been involved in a traffic accident in the past 5 years? YES ☐ NO ☐

Have been cited (other than a parking ticket) in the past 5 years? YES ☐ NO ☐

Have ever had your license revoked or suspended? YES ☐ NO ☐

Have been convicted of DUI or DWI? YES ☐ NO ☐

Have been convicted of vehicular homicide? YES ☐ NO ☐

Have been convicted of Hit & Run? YES ☐ NO ☐

If you answered yes, please explain.

For Custodial/Maintenance Applicants Only:

Years of Experience _____

Cleaning/Sanitizing YES ☐ NO ☐

Cleaning Hardwood Floors YES ☐ NO ☐

Carpet Maintenance YES ☐ NO ☐

Using Power Equipment YES ☐ NO ☐

Floor Stripping/Waxing YES ☐ NO ☐

Cleaning Agent Use YES ☐ NO ☐

Refinishing Gym Floors YES ☐ NO ☐

Boiler Operator YES ☐ NO ☐

Do you hold an active certification or license? YES ☐ NO ☐

If yes, please identify

Type _____

Issued By _____

Name _____

Issue Date _____ Expiration Date _____

For Food Service Applicants Only:

Years of Experience _____

Food Handling Permit Held YES ☐ NO ☐

Food Cooking/Prep YES ☐ NO ☐

Cashiering YES ☐ NO ☐

Inventory/Ordering Supplies YES ☐ NO ☐

Dishwashing YES ☐ NO ☐

For Teacher's Assistant & Aide Applicants Only:

Years of Experience _____

Preschool YES ☐ NO ☐

Primary YES ☐ NO ☐

Secondary YES ☐ NO ☐

Signing/Hearing Interpreter YES ☐ NO ☐

Office Machines YES ☐ NO ☐

This position may require you to ride a bus in order to support students, would you be able to ride a bus before or after school hours? YES ☐ NO ☐

For Character Kids Club (CKC) Applicants Only:

Would you be able to work split shifts - 6 am- 8 am and 3 pm - 6 pm? YES ☐ NO ☐

DISCLAIMERS & AFFIRMATION

District Policy:

The Fox C-6 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Fox C-6 School District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent of Human Resources.

Application Confirmation Statement:

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results. I understand that I may be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above: **AFFIRM** ☐ **DENY** ☐

Applicant Signature _____

Affirmation Date _____

Y25 Substitute Pay Rates

Position	Rate
Administrator ³	\$220/day, or \$245/day beginning with the pay period in which the individual meets or exceeds 21 days worked*
Administrator if retired from Fox C-6 Administrator position ³	\$270/day, or \$295/day beginning with the pay period in which the individual meets or exceeds 21 days worked*
**Teacher / SLP / OT / TA	\$130/day, or \$150/day beginning with the pay period in which the individual meets or exceeds 21 days worked*
Teacher if retired from teaching position ³	\$155/day, or \$175/day beginning with the pay period in which the individual meets or exceeds 21 days worked*
Aide ¹	\$14.58/hr
Aide Retiree ²	\$18.58/hr
Bus Driver ¹	\$18.33/hr
Bus Driver Retiree ²	\$22.33/hr
Food Service ¹	\$13.33/hr
Food Service Retiree ²	\$17.33/hr
Nurse ⁴	\$30/hour
Nurse Retiree ²	\$34/hour
Secretary ¹	\$16.25/hr
Secretary Retiree ²	\$20.25/hr
Custodian ¹	\$14.83/hr
Custodian Retiree ²	\$18.83/hr

*All days worked as a sub in the pay period in which the individual meets or exceeds 21 days worked will be paid at the elevated rate.

**If, at the District's discretion, an employee in another job category is needed to fill in as a certified substitute teacher, that employee will be paid his or her regular rate of pay plus an additional \$25/day differential, or the regular substitute teacher rate, whichever is greater, upon receipt of the employee's Extra Curricular/Duty Pay sheet.

***On the 46th consecutive day a substitute teacher serves in the same assignment (subbing for the same teacher), compensation for that assignment will be adjusted to the daily rate of a first year teacher for the duration of that assignment. All adjustments are retroactive to day 1 in that assignment.

****Teachers who are pulled from their planning period to cover a class that does not have a substitute will be compensated \$25/hour upon receipt of the teacher's Extra Curricular/Duty Pay sheet. (Y23-Y25 CBA w/Fox NEA Teachers)

*****A teacher who has to combine his or her class with another class that does not have a substitute will be compensated at $\frac{1}{4}$ of the daily rate of a regular substitute teacher for each day he or she has a combined class. For example, if the daily rate for a substitute teacher is \$115, the teacher who has a combined class will received \$28.75 for the day.

¹ Rate automatically adjusts to match step 1 of the regular salary schedule:

- Aide
- Bus Driver
- Food Service
- Secretary
- Custodian

² Rate automatically adjusts by the same dollar amount by which the regular sub rate for that position is adjusted:

- Bus Driver retiree
- Aide retiree
- Food Service retiree
- Secretary retiree

- Nurse retiree
- Custodian retiree

³ Rate automatically adjusts by the same dollar amount by which the Substitute Teacher rates are adjusted:

- Teacher if retired from teaching position
- Administrator
- Administrator if retired from Fox C-6 administrator position

⁴Nurse rate is per the Y23-Y25 Nurse CBA