

Missouri Employment Requirements

General Requirements:

Individuals becoming a substitute teacher, para-professional, classroom aide, or other educational position must meet State and willSub requirements. In addition to these requirements, the applicant should have some basic experience related to managing a classroom of students to ensure learning objectives are achieved.

These will include:

- Be 18 years of age or older
- Excellent communication skills (written & oral)
- Highly organized with exceptional time management skills
- An interest in working with students of various age groups
- Ability to create a positive learning atmosphere, focused on student involvement/interaction
- Ability to manage conflict and obtain positive results
- Professional demeanor and personal integrity
- Ability to demonstrate safe work habits and maintain a safe environment for students
- Ability to successfully pass all criminal background checks
- Must complete all required on-line training modules provided by Global Compliance Network (GCN)
- Ability to travel to various buildings within the district(s)
- Adherence to all willSub policies and all school district policies/guidelines

Permit & Education Requirements:

- The State of Missouri requires all substitute teachers to possess an unexpired Missouri teaching certificate or to obtain a substitute (Content) certificate.

To apply for a substitute license, you are required to follow the instructions below.

1. You must have at least 60 college credits hours from an accredited college or university
2. You must create a profile at <https://apps.dese.mo.gov/weblogin/login.aspx>
3. Apply for the substitute content certificate.
4. Pay the \$50.00 fee
5. Send official transcripts to the State of Missouri to be approved.
6. You must have a background check *BEFORE* a content certificate will be approved.
7. Your content certificate is good for 4 years.

Background Check Information:

- You are required to be registered at <https://machs.mshp.dps.mo.gov/>
- Your fingerprints and facial image will be captured as part of the fingerprinting process.
- The fee to be fingerprinted ranges from \$40-\$50.

The results of your background check will be sent to designated school district.