

**Russell Independent Schools**  
**Requirements for Classified Substitute Positions**

Thank you for your interest in a Classified Substitute Position for our District. Listed below are the steps that you will need to complete. Please contact Joyce Moore at 606-836-9679 with any questions about this process.

**Step 1**

Complete a Classified Substitute Application by visiting the Career Opportunities page of the District Website. ([www.russellind.kyschools.us](http://www.russellind.kyschools.us)) District Personnel will review your application and if it is determined that your services are needed you will be contacted via e-mail and/or regular mail.

Please note that you must provide the following:

High School Diploma/GED

Three recommendation letters/surveys

**Step 2**

Once you have been contacted by the District, you may complete a State and Federal Criminal Background Check along with a CA/N check. The State and Federal Background Check may be completed at the Superintendent's Office Monday-Friday From 9:00 a.m. -1:00 p.m. or 2:00 p.m. -3:30 p.m. This will be at the expense of the individual; the charge will be \$35. You will be given instructions as to how to complete the CA/N check. This will be at the expense of the individual; the charge is \$10 payable by check or money order to the Kentucky State Treasurer.

Once your background checks have been received and approved by District Personnel you will be contacted to begin Step 3.

**Step 3**

Upon initial employment a Medical Examination must be completed. The District will pay for the examination only if completed at the Flatwoods Primary Care Center, forms may be picked up at Central Office. You may choose to go to a private physician at your expense.

**Step 4**

The following employment process forms will need to be completed and submitted to Central Office.

Direct Deposit Authorization

I-9 Form (Verification must be submitted, examples include copies of your Driver's License & Social Security Card)

W-4 Tax Exemption Certificate

Positive Behavior in Schools Training Certificate (you will be given directions as to how to complete this training)

**Step 5**

Once all of the required documents have been received and approved by Central Office you will be sent notification to have a badge made. At that time your login information for AESOP will give to you.