

**MEMPHIS COMMUNITY SCHOOLS  
34110 BORDMAN RD  
MEMPHIS, MI 48041**

**POSTING – Substitute Teachers**

To apply: <http://pcmiservices.com/>

Individuals becoming a substitute teacher 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 PCMI policies and all school district policies/guidelines

**Permit & Education Requirements:**

All applicants must hold a high school diploma or GED.

All substitute **teachers** must provide a copy of a valid teaching certificate **OR** official transcripts verifying the completion of 60 semester credit hours combined from one or more regionally accredited two or four year colleges or universities, with a minimum GPA of 2.0.

The State of Michigan requires all substitute **teachers** to possess an unexpired Michigan teaching certificate **or** obtain a substitute permit.

Individuals applying for substitute permits must:

- Pay the appropriate **fee** prior to working as a sub teacher (Please note that the substitute permit is valid for the current academic year only). *Additional information is available at the [Michigan Department of Education](#) website.*

**Background Check Information:**

The State of Michigan requires a background check that is maintained at each school district where the substitute works. There are several vendors statewide as well as School Districts and ISD's that provide fingerprinting services for a **fee**. Some districts may not share this information in order to protect your privacy. **Application must be started through PCMI prior to being fingerprinted.** Contact Laura Heilig, [lheilig@memphisk12.org](mailto:lheilig@memphisk12.org), for more information on being fingerprinted for this position.

- Cost of fingerprinting is \$55.