

# Michigan Employment Requirements

## General Requirements:

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

These will include:

- Be 18 years of age or older (under 22 years of age cannot work in a 9-12 building)
- 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 US regionally accredited two or four year colleges or universities, with a minimum GPA of 2.0.

*Other substitute positions, (such as para-professionals, aides, etc.) do not have this requirement.*

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

*Other substitute positions, (such as para-professionals, aides, etc.) **do not** require a 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.