

Michigan 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 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. For college credits earned outside the United States, transcripts must be evaluated and converted to a **Course By Course** translation. Below are (3) organizations that supply this type of service for a fee. These organizations are provided as a resource and not a recommendation. You may use any agency you choose.
 - World Education Services
Telephone: (312) 222-0882
Website: <http://www.wes.org>
 - International Education Research Foundation
Telephone: (310) 258-9451
Website: <http://www.ierf.org>
 - Educational Credential Evaluators
Telephone: (414) 289-3400
Website: <http://www.ece.org>

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.