

## NEW SUBSTITUTE TEACHERS:

Ashley Schools is always looking for substitute teachers to instruct and monitor its classrooms whenever the traditional classroom teacher is unavailable. All substitute teachers for Ashley Schools are contracted through Professional Contract Management, Inc. (PCMI Services) to provide substitute teachers for all classrooms in the district. The daily rate for substitute teaching is \$60.00. A flexible schedule is easy to accommodate.

Ashley Schools allows the substitute to choose what days of the week they are able to substitute, and the grade levels they are comfortable supervising.

As the employer of substitute teachers, PCMI requires prospective substitute applicants to complete specific paperwork. The required documents and instructions to begin the application process to be a substitute for Ashley Schools can be found on [PCMI's website](#).

PCMI Application Process:

- Applicants must complete the first part of the PCMI hiring process including the completion of their application documents and online training.
  
- At the conclusion of the first part of the hiring process, two things will occur:
  - a. The PCMI Customer Service Department will forward an Affidavit for Assignment form to Ashley Schools containing the applicant's name, last four digits of their social security number, position applied for, and contact phone number. This document will be utilized to convey to PCMI whether or not the applicant will be accepted on assignment and will also serve as the district's substantiation for obtaining fingerprints for the individual. This substantiation is required by the Michigan State Police during an audit.
  - b. Applicants can fulfill the fingerprinting requirement by having their fingerprints taken and processed through the [Gratiot Isabella RESD](#). Should an applicant have a fingerprint based background check on file with another school district that would be usable under the Michigan State Police standards, (fingerprinted for school employment since January 1, 2006 for a MICHIGAN School District AND there has been no break in your employment since you were fingerprinted OR fingerprinted within the last year for MICHIGAN school employment) then the applicant will need to facilitate the exchange of fingerprints to include the Ashley Schools. Please understand that applicants will not be accepted by Ashley Schools unless fingerprint results are on file in the Administration Office of the District.
  
- Once the background check/fingerprint results are received by Ashley Schools, they will utilize the information along with any other information that has been gathered through any other district specific process to complete the PCMI Affidavit for Assignment form and will send the document back to PCMI.

- If the Affidavit for Assignment form indicates that the applicant is accepted, the applicant will be moved to the second part of PCMI's hiring process which includes the completion of their post hire documentation. If the Affidavit for Assignment form indicates non-acceptance, the applicant will be notified that an opportunity does not exist for them at the district applied for at the present time.

RETURNING SUBSTITUTE TEACHERS: Active, returning substitutes will receive information each summer from PCMI with the requirements to be substitute teacher for the upcoming school year. The Bloodborne Pathogen update and other requirements are available on [PCMI's website](#) : Contact Customer Service at: 517-647-7533, Ext. 1030 or email: <mailto://compliance@pcmiservices.com> for any questions regarding your employment status as a substitute teacher/paraprofessional with PCMI.