



Guest Teacher Registration

*The MAISD is successfully contracted with EDUstaff for
all of our county substitute needs.*

EDUStaff

4120 Brockton Drive SE—Suite 200

Grand Rapids, MI 49512

Phone: 877-974-6338

Fax: 877-974-6339

www.EDUStaff.org

How do I qualify?

You must possess a valid or expired Michigan or out-of-state teaching certificate, or have 60 or 90 semester credit hours from a *regionally accredited four-year college or university* to qualify to teach with a substitute teacher permit. (Baker College students need at least 135 quarter hours).

May I choose where to work and which grade levels?

Yes! You choose the districts and the grades you prefer. If you teach at the high school level, you'll choose subjects that correspond with your educational background.

Do I need training?

EDUStaff will provide important health education training required by law. This training consists of online training modules through the Global Compliance Training link on their website. You will also need to attend a 2 hour applicant meeting.

What are the costs involved?

- Fingerprints cost approximately \$65.00 to process. If you have fingerprints on file with a school district, you may use those only if there was not a break in employment.
- Substitute permit is \$45 annually and is required for those without a valid Michigan teaching certificate. EDUStaff will apply for this and you will be invoiced by the State through email.

How do I register?

Visit EDUStaff's website at www.EDUStaff.org to complete an application and to sign up to attend an applicant meeting. There are two-hour applicant sessions held twice a month at the MAISD 630 Harvey Street, Muskegon, MI 49442

EDUStaff Schools

Public Schools:

Fruitport Holton Mona Shores Montague Muskegon Muskegon Heights PSA North Muskegon Oakridge Orchard View Ravenna Reeths-Puffer Whitehall

MAISD Schools: Muskegon Area Career Tech Center Wesley School and Muskegon Juvenile Transition Center — Because Wesley and the JTC are specialized schools, you must sign up for an additional orientation. This is a must to see if they are a good fit for you. At the JTC you must meet with the supervisor.

Charter Schools: Three Oaks Academy

Non-EDUStaff Schools

PLEASE NOTE: If you would like to guest teach at any of the schools listed below, you must contact them directly.

Charter Schools: Timberland Charter Academy

Non-Public Schools: Broadway Baptist, Calvary Christian, Michigan Dunes Montessori, Muskegon Montessori Academy for Environmental Change, Greater Muskegon Catholic Schools, Muskegon Christian School, St. Catherine's-Ravenna, Seventh Day Adventist, West Shore Lutheran, Western Michigan Christian High School