



# NOW HIRING!

**Substitute Teachers and Substitute Support Staff**

for assignment in

## Portland Public Schools willSub Sign Up Meetings

Thursday, November 8, 2018 from 3:00pm - 4:30pm

Portland High School - Computer Lab | 1100 Ionia Rd | Portland, MI 48875

and

Thursday, November 8, 2018 from 5:00pm - 6:30pm

Westwood Elementary - Computer Lab B | 883 Cross St. | Portland, MI 48875

To Register for one of these Orientation Meetings Please visit [www.pcmiservices.com](http://www.pcmiservices.com) and click on the registration link under

**"Click here for a list of District Orientation Meetings by State"**

**PLEASE START APPLICATION PRIOR TO ATTENDING MEETING**

Go to [www.pcmiservices.com](http://www.pcmiservices.com) and click on **START** to begin application

### What do I do next?

1. Register for meeting
2. Start Application (you will need an email address)
3. Complete **All** video trainings in application prior to meeting
4. Bring these items with you:
  - Your Personal Email Address and Application Password
  - Copy of "Official" College Transcripts (60 credits) or Teaching License (*Substitute Teachers only, all other positions no college required*)
  - Banking Information for Direct Deposit
  - I9 verification (which can include a Passport or Drivers License and Social Security Card or Drivers License and Birth Certificate)



WE LOOK  
FORWARD  
TO MEETING YOU



Phone (877)855-7264