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 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 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)