



Human Resources

2373 Gordon Road, Alpena, MI 49707

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The Alpena Public School District is currently seeking individuals to work on a substitute basis in our buildings in the following areas: Instructional Assistants, Custodians, Food Service Workers, Secretaries, and Teachers. Many of our substitutes work consistently from week to week. Please follow the instructions below to begin the application process.

FOR SUBSTITUTE INSTRUCTIONAL ASSISTANTS, CUSTODIAL, SECRETARIAL, FOOD SERVICE WORKERS AND TEACHERS:

Substitute custodial, secretarial, food service workers, instructional assistants and teachers are employed through PCMI Services, Inc., a third-party contractor. With the PCMI/WillSub system you are free to choose which schools and also how often you work!

Please visit www.willsub.com to complete the application process.

1. Click the **START NEW APPLICATION** button on the right side of the page. 
2. You will be prompted to complete a four-step enrollment process: application, fingerprinting*, online trainings and submitting supporting documentation, as required.

To ensure that your application is processed as quickly as possible, please include email addresses for your references, check all areas in the application for any missed items highlighted in **red** or with an asterisk (*), complete the fingerprinting process so that APS can approve you for work, and upload identification and high school/college transcripts as required in the process.

If you have any questions regarding this process please contact WillSub directly at (877) 855-7264, ext. 1030. Once your application has been completed and approved, you will receive a User ID and Pin No. for access to www.willsub.com. You will be able to accept jobs via text message, automated phone call or by going online. Please be aware that the employment process may take several weeks to complete.

***NOTE: All applicants, regardless of position, must undergo a Criminal History Check prior to working in a Michigan Public School District. The current charge for fingerprinting must be paid by credit card or money order when you register for the appointment. The APS Background Check Packet is available in the Human Resources Department. The LiveScan form contained within the packet must be provided to the LiveScan provider at the time of fingerprinting. *The completed packet must be returned to Human Resources to complete the process.* If you have any questions regarding this process please contact Human Resources at (989) 358-5031.**

LiveScan Providers in Alpena: **IdentoGO <https://www.identogo.com> (Current Cost: \$65.75)**

Alpena County Sheriff's Department (Current Cost: \$75.00)

Substitute Pay Rates

	<u>Effective 09/01/19</u>	<u>Effective 01/01/20</u>
Cafeteria (3-hour or more assignment)	\$9.50 per hour	\$9.90 per hour
Instructional Asst.: (includes less than 3-hour cafeteria)	\$9.50 per hour	\$9.90 per hour
Security:	\$9.50 per hour	\$9.90 per hour
Secretarial: Long-Term Assignments	\$9.75 per hour \$10.75 per hour	\$10.15 per hour \$11.15 per hour
Custodial:	\$9.75 per hour	\$10.15 per hour
Voc. Paraprofessional:	\$10.35 per hour	\$10.75 per hour
Teacher:	\$80.00 per day (13.33 per hour) Long Term Assignments TBD by HR	

2019-2020 New Sub Incentive

New Substitutes who complete the registration process between August 1 and February 1 are eligible for reimbursement of fingerprinting costs **up to \$65.75!** Reimbursement will be processed after proof of 10 days (teaching subs) or 80 hours worked (all other subs).

Once the above requirements are met, this completed form should be submitted with the ***Fingerprinting Receipt*** for processing to:

Raelyn Wilber
Substitute Procurement
2373 Gordon Road
Alpena, MI 49707

Contact:
wilberr@alpenaschools.com
Telephone: (989) 358-5031

Name (Printed): _____

Substitute: Teacher Cafeteria IA/Para Custodial Secretary

Address: _____

Date of Birth: _____