

## WASHTENAW COUNTY SUBSTITUTES

**PESG is now hiring substitutes for Washtenaw County, except Saline Area Schools (Contact Saline directly). For additional information visit [www.subpass.com](http://www.subpass.com)**

The following substitutes are required to attend an enrollment session with PESG:

<b><u>Ann Arbor</u></b> Teacher Para-Pro Secretarial	<b><u>Chelsea</u></b> Teacher Para-Pro	<b><u>Dexter</u></b> Teacher Para-Pro	<b><u>Lincoln</u></b> Teacher	<b><u>Manchester</u></b> Teacher
<b><u>Milan</u></b> Teacher	<b><u>Whitmore Lake</u></b> Teacher Para-Pro Secretarial	<b><u>Willow Run</u></b> Teacher Para-Pro Secretarial Food Service	<b><u>Ypsilanti</u></b> Teacher Para-Pro Secretarial	<b><u>*Washtenaw ISD</u></b> Teacher Para-Pro <b>(Special Ed students who have severe &amp; multiple cognitive impairments)</b> <a href="http://www.wash.k12.mi.us">www.wash.k12.mi.us</a>

To become a substitute for Washtenaw County's General Education and some Special Education classrooms (Ann Arbor, Chelsea, Dexter, Lincoln, Manchester, Milan, Whitmore Lake, Willow Run, and Ypsilanti) complete the following steps:

1. Complete the "New Employee Enrollment Forms" ([click here](#)) <http://www.contractsubs.com/v4files/stc/Washtenaw%20Packet%2008-27-07%202.pdf> and bring to an enrollment session, (see dates below). Pre-Registration is not required, walk-in basis.
2. Bring \$15 registration fee (Cash or Check, payable to PESG).
3. Bring picture ID (driver's license, passport, etc.) and Social Security card.
4. **Certified Teachers** - bring a copy of your Teaching Certificate;  
**Non-Certified Teachers** - must have 90 hours of college credit - bring Transcript;  
**Para-Pros/Teaching Assistants** - bring college transcript, High School diploma or equivalent.
5. New Fingerprints are required, if you have not been printed in the state of Michigan since **January 2006**. Fingerprint fee at WISD is \$69. (Monday and Thursday: 8:30 - 11:30 am; 1:00 - 4:00 pm; Wednesday: 1:00 - 4:00 pm)
6. If you have been printed in the state of Michigan since **January 2006**, sign the release form in your packet and send to the district that holds a copy of your fingerprint report.

7. To access Professional Development Training Instructions - ([click here](#)):  
<http://www.gcn1.net/forms/pdf/instructions.pdf>
8. Pay days for Washtenaw County is Monday, ([click here for Schedule](#))  
<http://www.gnetworks.com/v4/go.gnf?s=stc&n=default&d=products&product=39572>

**2007-2008 PESG Enrollment Sessions (WALK-IN - NO REGISTRATION REQUIRED)**

Wednesday 2:00 - 4:00 p.m.

09/19/07 - Vogel C  
10/10/07 - Vogel B  
11/14/07 - Vogel B  
12/05/07 - Seminar 1 & 2  
01/09/08 - Vogel B  
02/06/08 - Vogel B  
03/05/08 - Seminar 1 & 2  
04/09/08 - Vogel C  
05/07/08 - Seminar 1 & 2

Thursday 10:00 am - 12:00 p.m.

10/25/07 - Vogel B  
11/29/07 - Vogel B  
01/24/08 - Vogel B  
02/21/08 - Vogel B  
03/20/08 - Seminar 1 & 2  
04/24/08 - Vogel B  
05/22/08 - Vogel A