

Substitute Teachers

The Potter's House does not use an automated placement system but prefers to contact substitute teachers as jobs open to schedule assignments. If you are interested in substitute teaching at The Potter's House and/or The Potter's House High School, please contact Cheri Beals at 616-241-5720 or cbeals@tphgr.org.

Qualifying to Substitute Teach

To qualify to substitute teach at The Potter's House, you must hold a valid or expired Michigan teaching certificate, or have earned 30 college credit hours, and interview with the school administrator. Approved substitute teachers will need to complete paperwork for payroll and have their Livescan fingerprint report on file with the business manager prior to receiving a teaching assignment.

Fingerprinting Information

The State of Michigan "School Safety" legislation (2005 PA 129-131 and 138), requires that **all** school employees, substitutes, or those assigned to regularly or continuously work under contract for any school, must be fingerprinted via the Livescan fingerprinting process.

- New employees must be printed prior to beginning their employment with the district. Michigan's fingerprinting system refers to these as "SE fingerprints," because the fingerprints will be submitted under fingerprinting reason SE (school employment). This tells the criminal history computers to apply the handling rules for school background checks. Those might vary for other laws. The codes are also how MSP notifies the FBI that a check is authorized under law.