

## EDUStaff Coaches, Advisors, Substitute Staff

### **Why You Need to be Approved Before Starting Practice or Begin Working:**

As your employer, EDUStaff assumes all liability of you working within the local district as an Athletic Coach, Advisor or as a Substitute. This assumed liability is not undertaken by EDUStaff until you are fully approved for employment, this includes: completing an online application, completing all required professional development training modules, turning your paperwork and two forms of identification into the payroll office of the Meridian Public Schools for processing and being fingerprinted.

### **How to Apply:**

- 1) Go to [www.EDUStaff.org](http://www.EDUStaff.org),
- 2) Click "Start Application" in top right corner,
- 3) Complete the steps of the application,
- 4) On Step #2, check "K-12" to the question "Please select the position type for which you are applying...", then check "No" "Are you a student teacher."
- 5) On Step #3, Indicate if you retired from employment by a Michigan "reporting unit" on or after July 1, 2010 - (If yes please contact ORS about the position and EDUStaff)
- 6) On Step #7, enter the Access Code "**goedu**" to view the hidden employee type of "Coach" or "Advisor" or "Substitute" - (Advisor may be found under "other positions")
- 7) On Step #18, all athletic coaches must complete the "Concussion Awareness Training for Coaches" per State of Michigan mandate. Coaches and Advisors must complete the other GCN Training Module,
- 8) On Step #19, complete the "EDUStaff Non-Classroom Applicant Meeting" module to bypass the need to attend a face-to-face meeting with EDUStaff. After completing this module, please bring your signed application, Concussion Certificate, GCN Trainings and two forms of identification to the **Meridian Public Schools Administration Office** to be sent to EDUStaff.

### **Please Send All Questions to EDUStaff at:**

Phone: 877.974.6338  
LiveChat: [www.EDUStaff.org](http://www.EDUStaff.org)  
Email: [Contact@EDUStaff.org](mailto:Contact@EDUStaff.org)