

EDUStaff Coaches, Support Staff

Why You Need to be Approved Before You Start 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 Southgate Community Schools District Office for processing and being fingerprinted.

How to Apply:

- 1) Go to 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 "Non-Athletic/Student Activities" or the employee type that describes you
- 7) On Step #18, all athletic coaches must complete the "Concussion Awareness Training for Coaches" per State of Michigan mandate. Coaches and support staff must complete the required GCN Training Modules.
- 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, GCN Trainings Certificate, Concussion Certificate (athletic coaches), and two forms of government issued identification to the **Southgate Community Schools District Office** to be sent to EDUStaff.

Please direct your questions to EDUStaff at:

Phone: 877.974.6338

LiveChat: www.EDUStaff.org

Email: Contact@EDUStaff.org