Notre Dame Preparatory School
A Catholic and Marist Community

Steps for Substitute Teaching at Notre Dame Prep

Thank you for your interest in joining the Notre Dame Preparatory (NDP) community! We are truly grateful for your desire to support our students and staff. We view our substitute teachers as vital members of our professional team, and we deeply value the unique skills and dedication you bring to our classrooms.

The Application Process

NDP facilitates all substitute hiring through EduStaff. The approval process can take some time, and we recommend beginning your application at least one month prior to your desired start date. Please review the State of Michigan requirements and begin your application on the EduStaff website. During the process, you must select the following two districts:

- Notre Dame Preparatory School
- Livingston County / Brighton Area Schools

Note on Brighton Area Schools: NDP has a "shared time" teacher contract with Brighton. While you will never be required to physically travel to Brighton to sub, having them selected in your profile is a necessary formality for our agreement.

Finalizing Your Credentials

Once you have been fully approved by EduStaff and receive your Official Welcome Letter, please forward a copy to:

1. **Maureen Radulski:** mradulski@ndpma.org
2. **Jeanine Kenny:** kennj@sharedtime.net

Once these are received, you will be granted access to Red Rover, our sub-scheduling platform. To stay active in the system, EduStaff requires employees to work at least one assignment per year. If you go over a year without a paid assignment, your account will be automatically deactivated.

We look forward to having you on campus soon. Thank you again for your interest in supporting Notre Dame Prep!