

Employment Process

Please fill out the substitute teacher new hire packet located on the Substitute main page. Mail/Fax/email to: MEP Services, Attn: Varsha Dalian, 2120 Progressive Drive, Hartland, MI, 48353. Fax# (810) 632-7548, email: vdalian@mepservices.com.

Along with the new hire packet, please provide:

- Copies of Identification as outlined by the 1-9 List of acceptable Documents
- Official Transcripts OR valid teaching certificate

On the first page of the new hire packet, please indicate which school(s) you are interested in subbing for.

Please review the Substitute Employee Handbook located on the Substitute main page and sign the acknowledgement in new hire packet.

Once you submit your paperwork to MEP Services, it may take anywhere from 1-3 weeks to complete your file. MEP Services must request unprofessional conduct checks and fingerprint results, occasionally there is a delayed response from past employers in providing this documentation. We appreciate your patience as we complete your file.

Once MEP Services receives all required documentation for your file, you will be contacted for further information regarding AESOP, our automated substitute system.

****** If you are interested in working for Summit Academy and/or Summit Academy North, please contact Jessica Serbantez at (734)379-9766 **BEFORE** you fill out a new hire packet. These schools require all substitutes to attend an orientation at the school. Following the school's hiring process with Jessica, your paperwork will be sent to MEP Services to process.