

Human Resources

Frequently Asked Questions

How do I know what positions are available?

All positions are posted at www.applitrack.com/cppschools

Do I apply for all positions at the Human Resources Office?

All candidates must apply on line using the [AppliTrack link](#). The Human Resources Office no longer accepts paper resumes.

How do I know what qualifications are required and the job responsibilities?

All positions have a current job description on file in the Human Resources Office. Human Resources staff can answer questions candidates may have regarding positions, benefits and wages.

Where can I get information about becoming a certified teacher in the State of Michigan?

The Office of Professional Preparation and Certification in Lansing at (517) 373-3324 can provide assistance on certification.

If I have an expired Michigan teaching certificate, who can I contact for information on renewal?

The Office of Professional Preparation and Certification in Lansing at (517) 373-3324 can also answer these questions. You may want to visit their website at www.state.mi.us/mde.

Does Comstock Park Schools do a criminal background check on all new employees?

Criminal background checks are processed on all new employees. An online background check is done on any volunteer in the district through the states website.

How do I sign up to substitute teach?

All substitute teachers are required to register with Professional Educational Services Group (PESG) located at 307 84th St. SE, Caledonia, Michigan 49316.

If I have questions about working for Comstock Park Schools, who should I contact?

All questions can be directed to the Human Resources Office. We will be happy to assist you in any way we can.