

# KCKPS Substitute Teacher Employment Process Frequently Asked Questions

KCKPS entered into a partnership with MHED to provide substitute teachers for our certified staff. MHED is a division of Morgan Hunter, which is a respected and reliable temporary employment service provider in the Kansas City metropolitan area. Advantages for substitutes include weekly paychecks, eligibility for benefits, an opportunity for employment for those times when school is not in session, an automated substitute scheduling system and MHED staff available M-F from 6:00 am to 5:00 pm. For more information, please contact MHED at (866) 923-6433 or visit the MHED website, [www.mhedteach.com](http://www.mhedteach.com)

## HOW CAN I APPLY FOR EMPLOYMENT AS A SUBSTITUTE TEACHER FOR KCKPS?

**You must complete an application with MHED to be considered for a substitute position.** You can fill out the application at the following link: <https://mhed.tedk12.com/hire/index.aspx> or you can click the MHED image below.

Please note that, if you are a brand new substitute teacher applicant, you will need to complete the “Kansas Substitute Teacher Application” to be considered for employment with MHED.

