

EDUStaff Directions for Non-Instructional Hires:

- 1) Apply for the position on **Red Rover**.
 - a. <https://jobs.redroverk12.com/org/lcps>
- 2) Click the link provided in Red Rover at the top of the job posting to start your **EDUstaff** application.
- 3) Complete application and all modules.
- 4) Print off the application and sign all required pages.
- 5) Return your signed application to Human Resources, along with:
 - a. *Your driver's license and social security card*
 - b. *Completed Livescan fingerprint form with the receipt*
- 6) Once your application has been approved, you will be notified by the building administrator.

If you have any questions, please contact the Human Resources Office at (586) 783-6300 ext. 1213