



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

OFFICE OF HUMAN RESOURCES

1500 Biscayne Boulevard

Miami, FL 33132

## APPLICATION DIRECTIONS FOR INSTRUCTIONAL POSITION

Full-Time Teachers, Part-Time Teachers, Temporary Instructors,  
Counselors, School Psychologists, Media Specialists, & School Social Workers

**Please Read Instructions Before Completing The Application.**

### General Information

Interviews are scheduled in subject areas that are in demand in Miami-Dade County Public Schools. No interviews are scheduled for humanities, business and Spanish. In these cases, interviews will be limited to temporary instructor (substitute). In addition, applicants with academic coverage for economics, geography, political science, psychology, and sociology may schedule interviews for the broad field of social science (grades 6-12).

**Note:** Employment Eligibility Verification (USCIS Form I-9) and original documentation must be completed within three days of hire as required by the Amnesty Immigration Law. Appropriate identification includes: a United States Passport, a State Driver's License, or a Resident Alien Card; and the original Social Security card.

### INSTRUCTIONS FOR COMPLETING THE INSTRUCTIONAL APPLICATION PROCESS

In order to expedite the process, the following must be submitted together:

1. \_\_\_ **W-4 Tax Form**
2. \_\_\_ **Copy of Social Security Card** - must be received prior to application processing, including applications submitted electronically to the Office of Human Resources.
3. \_\_\_ **Application for Employment (FM-3504) - SIGNED and DATED.** For electronic submissions, page 3 must be mailed to the Office of Human Resources - signed and dated.
  - Applicant's name and social security number must be written/typed on each page.
4. \_\_\_ **Restricted Personal Data** - must be completed thoroughly, signed, and dated. If you answer YES to any of the questions, you must provide an original/certified copy of the arrest form disposition(s) for each charge including sealed and expunged records. Please be advised that your fingerprints will be used to check for a criminal history.
5. \_\_\_ **Two (2) Reference Evaluation Forms** - must be completed by persons best able to attest to the applicant's prior job performance within a year of submission.
  - **Acceptable references may include:** Deans, professors, intern supervisors, directing/supervising teachers, principals, assistant principals, subject area coordinators, supervisors, and/or immediate past employers.
  - **Unacceptable references:** References from friends, relatives, and neighbors are NOT accepted unless they fall under the categories listed above.
6. \_\_\_ **Official Transcripts (stamped and in a sealed envelope)**
  - **Applicants for full-time or part-time teaching positions:** must submit a minimum of a Bachelor's degree from an accredited college or university.

**Applicants for Temporary Instructor positions (substitute teachers):** must submit evidence of a minimum of 60 credits, from an accredited college or university, and a minimum cumulative grade point average (GPA) of 2.5. Foreign degrees/transcripts must be evaluated by an appropriate accreditation agency that is approved by the Florida Department of Education (FLDOE).

7. \_\_\_ Effective July 1, 2009 a passing score on all 4 parts of the General Knowledge Test (GK) will be required in order to be eligible for instructional employment with M-DCPS. This includes applicants for full-time instructional, hourly instructional and temporary instructor (substitute teacher) positions. Registration and testing information may be found at [www.fl.nesinc.com](http://www.fl.nesinc.com).
8. \_\_\_ **Statement of Status of Eligibility** issued by the FLDOE must be received prior to scheduling an interview for the following categories.  
Non-education majors and/or graduates of colleges or universities out of the State of Florida, including graduates with foreign degrees. Foreign degrees/transcripts must be translated and evaluated by an appropriate accreditation agency approved by the FLDOE.
9. \_\_\_ **Telephone References** - in addition to the two (2) reference evaluation forms, the applicant must furnish the name(s) and the phone number(s) of their current or most recent employer(s) or supervisor(s). The interviewer will verify telephone references.

All teachers must hold or be eligible for an Academic or Vocational Certificate. Academic Certificates and Degreed Vocational Certificates are issued by the State of Florida, Bureau of Educator Certification. Non-Degreed Vocational and Career Specialist Certificates are issued by Miami-Dade County Public Schools.

For information and to apply online, please go to <http://www.fldoe.org/edcert/>

For more information, please visit our certification website at <http://certification.dadeschools.net/>

#### **IMPORTANT NOTICE**

Please be advised that your fingerprints will be used by the Florida Department of Law Enforcement and the Federal Bureau of Investigation (FBI) to check for any criminal/arrest history.

Criminal offense(s) include, but are not limited to, felonies or misdemeanors, for example: DUI/DWI, assault/battery, auto theft, disorderly conduct, domestic violence, fraud, loitering, prostitution/solicitation, robbery, shoplifting, theft (grand/petty), trespassing, violation of probation, failure to appear, and military charges.

Additionally, please be advised that ALL records, **including sealed and/or expunged records**, must be disclosed on the Restricted Personal Data Form (#3505) which is part of this application package. Failure to fully and accurately disclose all information, or the falsification of any related information, will disqualify the applicant or employee from employment.

To schedule an interview or to check the status of your application, after your file has been processed, please e-mail: [persappt@dadeschools.net](mailto:persappt@dadeschools.net)

**Processing may take up to 10 working days.**

**Miami-Dade County Public Schools (M-DCPS)  
Office of Human Resources - Instructional Staffing  
1500 Biscayne Boulevard, Suite 129  
Miami, Florida 33132**

**Visit our website for more information:**  
<http://jobs.dadeschools.net/>