

APPLICATION PROCESS FOR INSTRUCTIONAL POSITIONS

1. All applicants for full-time, or part-time, instructional positions (including counselors, psychologists, media specialists, school social workers and speech language pathologists) must create a candidate profile in the e-Recruiting system, and search and apply on open positions. The Miami-Dade County Public Schools E-recruiting Application may be found at <http://jobs.dadeschools.net/Apply.asp>. Completed applications must include:
 - Completed e-Recruiting candidate profile
 - Two acceptable professional references on business letterhead (can't date back more than one year; attach to e-recruiting candidate profile) OR two electronic reference questionnaires from the e-recruiting system.
2. Applicants are advised that they must meet all the requirements for the position(s) for which they apply. Additionally applicants are advised that they will need to complete an initial questionnaire and submit official transcripts.
3. A Statement of Status of Eligibility (SOE) indicating that the applicant meets the requirements for a Florida Educator's Certificate issued by the Florida (FL) Department of Education (FLDOE) is required for all instructional positions. Applicants may apply for Certification through the Florida Department of Education at <http://www.fldoe.org/edcert>.
4. **Effective July 1, 2009, a passing score on all four (4) parts of the General Knowledge Test (GK) is required** (or equivalent CLAST passed before June 30th, 2002) **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.**
5. **Please Note:** Non-Education majors with no prior teaching experience are required to complete an Introductory Teacher Training Program. The training will include the courses below offered online though www.thesub-hub.com. Applicants may find these courses by selecting the Introductory Teacher Training course option. M-DCPS **requires** completion of :
 - **Course 1 - Substitute Teaching 101 (5 hours)**
 - **Course 2 - Advanced Classroom Management (1 hour)**
 - **Course 3 - Instructional Strategies (1 hour)**

Applicants should attach the Certificate of Completion for each required course to their candidate profile in e-Recruiting. Applicants are also encouraged to attach a current resume.

6. **Teachers of core academic subjects must be Highly Qualified as defined by No Child Left Behind (NCLB). The core academic subjects are elementary, English, ESOL, reading, language arts, mathematics, science, foreign languages (other than English), civics, government, economics, arts, history, and geography. The Florida Department of Education has defined "arts" as music, art, and drama.** All applicants for pre-kindergarten through sixth grade must show evidence of a passing Subject Area Exam in the core subject area to be eligible for hire. All applicants for middle and senior high school core academic subjects must have a degree major in the core subject area or a passing Subject Area Exam in the core subject area to be eligible for hire.

Exceptional student education (ESE) teachers who deliver direct instruction to students with disabilities in core academic subject areas as defined by No Child Left Behind (NCLB) must meet the appropriate state special education certification requirements for the grade level **AND** exceptionality of the students being taught, in addition to meeting the same standard for subject matter competency to be highly qualified (HQ). Therefore, effective July 1, 2009, all ESE teachers are required to have a passing subject area exam for the core academic subject **AND** the exceptionality of the students being taught.

7. **If any of the specified documentation above cannot be provided, applicants will be ineligible for hire until the requirements are completed.** Applicants may apply directly to any open positions that interest them and for which they are qualified. Principals are able to review, interview and select any applicants that have applied to their job postings. Applicants may contact the schools directly to inquire about scheduling interviews if not contacted. Applicants will be notified electronically by the system when requisitions have been closed.

Please note that Florida Statutes require completion of an initial orientation and training program in district policies and procedures, addressing school safety and security procedures, educational liability laws, professional responsibilities, and ethics. Candidates who have no prior teaching experience, as determined by the employing school district, must complete an additional training program that includes classroom management skills and instructional strategies.

Who does **NOT** need training?

- Experienced Full-time Teachers/Retired teachers – (minimum of 1 year) –
You must provide a reference from your last principal indicating a satisfactory performance.
- Experienced Temporary Instructors (Substitute Teachers) – (minimum of 1 year) –
You must provide a reference from your last principal or an employment verification form indicating at least one year of substitute teaching experience if outside of Miami-Dade County.
- Completed Education Degree – (Bachelor's Degree or Higher) –
You must provide official transcripts that indicate degree completion in an Education Program of Study.
- Completed Student Teaching/Final Internship –
You must provide a reference from your cooperating teacher and the college supervisor.
- Completed Substitute Teacher Training –
You must provide a Certificate of Completion or Official Transcript from a Substitute Teacher Training Program.

If the specified documentation cannot be provided, you will be ineligible for hire as a full-time or part-time instructor until the requirements are completed.

Please contact us at Persing@dadeschools.net if you have additional questions or concerns.