

Date: _____

Applicant: _____

Social Security Number: _____

Employee Number: _____

Your records for employment with the Miami-Dade County Public Schools have been reviewed. **Full-time or substitute employment cannot be secured until the following items are processed and/or accomplished:**

- _____ Written references (2)
- _____ Official transcripts with seal of college/university indicating conferral date of degree
- _____ OFFICIAL STATEMENT OF STATUS OF ELIGIBILITY from the Department of Education
- _____ Employment/Reference telephone check
- _____ Writing sample

It is recommended that you contact this office for a second interview after _____ when you gain a greater understanding of:

- _____ the English language: _____ written _____ oral
- _____ _____ curriculum
- _____ lesson plan development
- _____ instructional techniques
- _____ evaluation techniques
- _____ classroom management strategies

One or more of the following is required before a second interview will be scheduled:

- _____ complete _____ credit(s) in professional preparation coursework in education
- _____ complete _____ credit(s) in coursework focusing on writing skills
- _____ volunteer and observe classroom teachers
- _____ substitute: _____ Fingerprints _____ Drug Test - Expiration Date _____
- _____ submit a passing test score on the:
 - Can reschedule a second interview prior to _____ if a passing score is obtained in the following area/s:
 - _____ General Knowledge (GK) Test _____ Essay _____ ELS _____ Reading _____ Mathematics
 - _____ Subject Area Exam (SAE) for _____
 - _____ Professional Education Test

_____ other: _____

Your instructional application remains in the system for a two-year period from the application input date and is scheduled to destroy on _____. At least one month prior to this destroy date, you must submit a new instructional application and schedule a new interview. If you do not submit a new application and be re-interviewed, your file will be destroyed. If you have any questions, please reach me via e-mail at carcher@dadeschools.net or contact my secretary, Ms. Pagan, at (305) 995-7228.

Sincerely,
Claude Archer
Claude Archer, Instructional Staffing Officer

I, (Signature) _____, have read and understand this information. Date: _____