



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Office of Instructional Staffing

Procedures Handbook

TABLE OF CONTENTS

Overview of Instructional Staffing	2
Instructional Application Procedures (Full-Time/Part-Time)	3
Front Desk Reception Procedures.....	5
ATS (Applicant Tracking System) Review for Applicant Scheduling.....	9
Evaluation Criteria for Instructional Applicants.....	11
Temporary Instructor (Substitute Teacher) Application Procedures.....	16
Frequently Asked Questions.....	19
Contact Information	22

OVERVIEW OF INSTRUCTIONAL STAFFING

The Instructional Staffing Office serves to recruit and process instructional applicants to fill instructional vacancies throughout the district. The Instructional Staffing Officers work with Regional Center directors and schools site administrators to monitor and assist with staffing needs and placement of all instructional personnel.

Instructional Staffing has the responsibility for screening, interviewing and maintaining a highly qualified, diverse pool of prospective instructional applicants (i.e. media specialist, guidance counselors, psychologists, etc.). Instructional Staffing assists all Regional Center and school site/district administrators with staffing needs, including the placement of over-allocated instructional personnel, teacher transfers, temporary instructors and the hiring of instructional personnel through foreign exchange programs. Additionally, Instructional Staffing collaborates with Civil Rights and Diversity Compliance (CRDC) through the implementation of the Instructional Personnel Interview Form (IPIF).

The Instructional Staffing website may be accessed from <http://jobs.dadeschools.net> . The website provides application forms, frequently asked questions (FAQ), contact information and a listing of current vacancies. To reach our office by telephone, applicants and teachers may call (305) 995-7670, reach the office by fax at (305) 995-7058, or email persing@dadeschools.net.

Major Functions of Instructional Staffing

- Interview, evaluate, validate references and process applicants for hire
- Refer applicants to site administrators for consideration
- Track employee data for anticipating staffing needs, transfer and surplus/layoffs/recalls
- Assist Regional Center directors and school site administrators in adhering to proper staffing procedures, diversity guidelines and hiring requirements
- Evaluate transcripts fro instructional personnel and provide career counseling of instructional applicants
- Monitor district instructional vacancies by location and subject area
- Assist with the placement of surplus teachers
- Correspond with and appropriately place all teachers returning from leave
- Review and process teacher transfers
- Corresponds with and responds to inquiries from applicants/employees
- Monitor teachers in unauthorized positions
- Assist/participate in recruitment activities
- Implement the Miami-Dade County Public School plan for recruiting and retaining teachers with specific emphasis on critical shortage areas and district diversity needs
- Recruitment of staffing (at all local and selected colleges and universities)
- Participate in budget conferences
- Assist with the identification for appropriate placement of teachers in compliance with the No Child Left Behind Act (NCLB), Post-Unitary Status and other statutory requirements
- Maintain the Instructional Staffing website/updating available instructional vacancies regularly

APPLICATION PROCESS FOR INSTRUCTIONAL POSITIONS

1. All applicants for full-time, part-time, or temporary instructor (formerly called “substitute”) instructional positions (including counselors, psychologists, media specialists, school social workers and speech language pathologists) must complete a Miami-Dade County Public Schools Application for Employment for Instructional Position. The application is to be printed in ink or typed and all sections of the application must be completed.
2. Submit, together, to the Office of Instructional Staffing, 1500 Biscayne Blvd., Suite 129, Miami, Florida 33132:
 - **Copy of Social Security card** - (**must** be included)
 - **Application for Instructional Position(FM-3504)** - **SIGNED, DATED AND NOTARIZED.**
 - **Restricted Personal Data Form (FM-3505)** - must be complete, signed and dated.
 - **W-4 Tax Form**
 - **Two (2) Reference Evaluation Forms Telephone References (FM-3506)** - must be completed by persons best able to attest to the applicant’s prior job performance. (these can be mailed separately to our office)
 - **Telephone References (FM-3891)** - in addition to the two (2) reference evaluation forms, the applicant must furnish the names and the phone number (s) of their present employer(s) or immediate past employer(s) or supervisor(s)
 - **Official Transcripts** - (stamped, and in a sealed envelope)
 - **Statement of Status of Eligibility (SOE)** issued by the Florida (FL) Department of Education (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 FLDOE accepted accreditation agency <http://www.naces.org/members.htm>.
3. The instructional application when received by Instructional Staffing is then sent to Personnel Records and Transcript Analysis Mgmt. for input into the Imaging System and the Applicant Tracking System (ATS).
4. Applicants contact the office by telephone or email and schedule an interview.

Instructional Staffing has the responsibilities of screening and interviewing applicants, ensuring proper certification requirements, maintaining a constant pool of qualified individuals, and assisting regional and school site administrators staff their schools. Only applicants who have been cleared by Instructional Staffing are eligible for employment in instructional positions.

5. At the time of the interview, Instructional Staffing Officers:
 - Determine applicants’ eligibility by reviewing transcripts to include a minimum 2.5 grade point average (GPA), a Bachelor’s degree and an application on file with the FLDOE.

- Verify Employment Documents - GPA, Classroom Experience, Relevant non-teaching Experience.
 - Complete employment eligibility verification, on the day of the interview, as required by the Amnesty Immigration Law. Acceptable identification must be provided according to law, to complete the form such as: a United States Passport, a State Driver's License, or a Resident Alien Registration Card; and the original Social Security card.
 - Review written references and conduct telephone checks with previous employers, university professors, and student teaching coordinators, as needed.
 - Review written assessment, and determine applicants' knowledge of curriculum plans, records evaluation techniques, classroom management.
 - Refer applicants to Fingerprint Office. All employees are fingerprinted before they are hired by Miami-Dade County Public Schools. The fingerprints are sent to the Florida Department of Law Enforcement (FDLE) database and then the Federal Bureau of Investigation for a check of records regarding any criminal charges. If a report is returned stating that there is a criminal history or if the applicant self-reports such history, then the applicant will be asked to explain the situation and provide a certified or original copy of the final disposition of the charge to be reviewed by Human Resources. If cleared for employment the applicant will be eligible for display in the Applicant Tracking System (ATS).
6. Once an applicant has been cleared by Instructional Staffing (including state and local requirements), the applicant's name is displayed on the Applicant Tracking System (ATS) under the appropriate job category (i.e. Elementary Education, Language Arts, Mathematics, etc.). Principals are then able to interview, complete the Instructional Personnel Interview Form (IPIF) and electronically hire any applicants displayed in ATS using the Personnel Reporting System.
7. At the time of the electronic hire, all applicants are required to complete a drug test. The applicant must appear at one of the approved location sites prior to the expiration date noted on the General Drug Test Authorization Form (FM-4453). Failure to comply with the expiration date/and have a negative test result will result in disqualification of employment eligibility or further employment consideration by M-DCPS (for a period of 3 years).

Applicants who test negative and are hired may not report to work until the work location administrator receives notification of a negative test result. Notification is provided through the administrator's Electronic Summary Screen.

Applicants may then report to their new work location.

FRONT DESK RECEPTION PROCEDURES

- Greet visitors – ask how you may assist them (in a friendly and welcoming manner). Determine if applicant needs assistance in Certification or Instructional staffing
- Ask the visitor to sign on visitation log

Temporary Instructors (Substitute teachers)

Please process all Temporary Instructors as follows:

Collect the Instructional Application Employment Package and verify that the following documents/information are included:

****Applicant must provide original security card, application cannot be processed without a social security card.** (If applicant has misplaced their original social security card they may submit a confirmation of application for a duplicate social security card from the social security office, social security number must be printed on the confirmation) The applicant can complete the Instructional Application documents in the lobby if necessary

- Pages 1-3 of Instructional application (signed and dated, email included)
- Restricted Personal Data Form (FM-3505), (Signed and Dated)
- W-4 Form (Signed and Dated)
- Telephone Reference Form (FM-3891)
- Reference Evaluation Forms (FM-35006), two forms or two letters of recommendation on company or school letterhead that are less than 1 year old
- Drivers License or Government issued valid Photo Identification
- Official Transcripts (in sealed envelope) demonstrating 60 or more college credits with a 2.5 GPA or higher
- If applicant holds a foreign degree, submission of Translation and Evaluation from a recognized and accredited NACES translation service provider must be included, <http://www.naces.org/members.htm>
- If full-time employment is desired, applicant must submit a copy of statement of eligibility.

Send the documents to the Personnel Records and Transcript Analysis Management Office, unless they are scheduled for an interview in 1-7 days; if so give the staffing officer the documents.

If transcripts and/or written references are missing, fill out the Substitute Check List Sheet and indicate which documents are missing. Have the applicant sign the document and provide them with a copy.

Make photocopies of the following documents:

- Driver License (2x)
- Social Security Card/Employment Authorization Documents (If needed) (2x)
- Substitute Check List Sheet

All those applying to become a temporary instructor must complete an essay in our office between the hours of 8 A.M. and 3:30 P.M. However, if applicant has not submitted official transcripts with the 60 college credits and a 2.5 GPA they may **not** complete the essay at that moment. **Note:**

Please be sure to collect original writing sample document if the applicant asks for another copy due to errors.

Provide the applicant the following documents to complete and submit:

- Temporary Instructor Essay
- Temporary Instructor Procedures

Staple the above referenced copies/originals together and place in the essay bin:

- Completed Essay
- Drivers License
- Copy Social Security Card/Employment Authorization Documents (If needed)
- Temporary Instructor Check Sheet (Applicant to receive a copy)

Inform the applicant that they will receive notification of acceptance to continue the Temporary Instructor processing, via e-mail, within a two week period:

Follow Up by Staffers

*Staffers will review the essays one day a week and label them “acceptable” or “un-acceptable”.

- If an applicant completes an **unacceptable** essay they will be notified Temporary Instructor by e-mail via a form letter indicating that they can complete a second essay after a six month period unless they may obtain a passing score in the General Knowledge Essay.
- If an applicant completes an **acceptable** essay they will be notified by e-mail via a form letter indicating that they need to schedule the Miami-Dade College Substitute training and upon completion must return to our office with official (sealed) transcripts or on official document for hiring between the hours of 2 P.M. and 4 P.M., daily with evidence of identity and employment eligibility documents.
- **Note:** If applicant is an education major and has completed their degree (in U.S.) or is in their last semester currently completing their student teaching/internship training and certificate fee are waived.
- At the time of hire, staffer and the applicant will complete the following forms:
 - Fingerprint authorization
 - Substitute Guidelines
 - FRS (Florida Retirement System)
 - Issue Request Form
 - Drug Test Authorization
- Once hired, the staffer will send the applicant/employee to complete the I-9 form in room - 115 -.

Full-time teacher applicants

If applicant **has** a degree in education

- Application will be sent to records for processing. The application will stay on file for two years.
- The applicant should be scheduled for an interview as soon as possible or the applicant can contact 305-995-7670 or write an e-mail to persappt@dadeschools.net

If applicant **does not** have a degree in education or in a certifiable area

- If applicant **has** a Statement of Eligibility or Temporary Certificate, a completed application packet and official transcripts they can be scheduled for an interview and informed of the procedures below.
- If applicant **does not have** a Statement of Eligibility or Temporary Certificate, they can register for a Subject Area test with a registration bulletin that may be obtained in our office and informed of the procedures to follow below.
 - If the applicant passes the test - passing scores along with an application (CG-10 or www.fldoe.org) should be sent to the Department of Education with a \$56 payment for each subject the person is applying for certification
 - The applicant will apply for a 3 year non-renewable Temporary Certificate
 - Once hired the applicant must pass the General Knowledge test within the first year of employment and must complete requirements for Florida Educators Professional Certificate prior to the expiration of the Temporary Certificate

If applicant is in a **critical shortage** area and can provide documentation:

- The applicant must provide official transcripts with a degree in the subject area, or passing subject area exam scores, or a Statement of Eligibility or a Teaching Certificate from another state.
- We can schedule for an appointment with staffer and place a priority processing/interview scheduled flyer in front of the application then send to records

If applicant has **intent to hire** letter:

- Application must be expedited, check to make certain they meet all the requirements and see if a staffer is available to interview the applicant immediately. If there are no staffers available issue the applicant an appointment, at their convenience, ASAP.

Retiree Returning to Work

- Check to make certain the retiree has been retired for more than 30 calendar days after retirement date
- Check to make certain the certification and drug test are up to date in the computer. (No interview will be needed if these are complete in the computer and packet is completed). Print the certification information screen to attach to application packet.

- Issue retiree packets which consist of:
 - FM 3505 Restricted personal data/ethnic information (2 pages) – must be updated on all applicants if it is older than one year.
 - FM-6037 Guidelines for Temporary Instructors
 - FM-6433 Fingerprinting Procedures
 - W-4 Form Must be signed and dated (please review sections 3 and section 5 to make certain it is filled in).
 - Florida Retirement System (FRS) - New Employee Certification Form
 - Must show original driver license (or government issued ID) and Social Security Card.
- Issue a Fingerprint form
- If applicant applied for Temporary Instructor position, send the applicant/employee to complete the I-9 form in room - 115-.
- If applicant has retired for more than 1 year and they are applying for a Temporary Instructor position, than they must be issued a drug test authorization form.
- Give retiree packet to Lourdes Rodriguez so that she can process.

Certification

Have applicant sign in and have them complete an in-office form to see the certification officer (Dr. Goonen or Mr. Montiel)

Part-Time Adult Education:

- Must have letter of intent from the school principal
- Completed Employment Application
- Official Transcripts with degree conferred
 - Must show 30 semester hours in any subject area listed on the back of the Part-time Adult Certificate Application
- Part-time Adult Certificate Application and \$56.00 money order for processing fee
- Must bring in fees for fingerprinting fee

Vocational Full-Time/Part-Time:

- Must have letter of intent to hire from school principal
- Must complete application packet(if not currently an M-DCPS employee)
- Part-time Vocational Certificate Application and \$56.00 money order processing fee. (This is Not required if an applicant has a valid vocational certificate)
- Fingerprinting fee
- Verification letter to show years of experience.
 - Must have at least 6 years experience in the area applying for (if no degree or two years if has a Bachelor's or higher degree).
 - Must show that they have been employed in area at least 6 weeks within the last five years. (These requirements are waived for persons with a valid vocational certificate)

ATS REVIEW FOR APPLICANT SCHEDULING

An applicant may be scheduled for an instructional staffing interview, ATS and OTG must be reviewed to verify that the required documents have been received. If an applicant is missing any of the required documentation, they must provide the information to Instructional Staffing before an interview is scheduled or at the time of interview. The following guidelines are provided to assist with the required ATS review.

GUIDELINE FOR ATS REVIEW (Please see appendix pg A-19 for samples of screens)

Screen 11

- Destroy Date – An updated instructional application must be completed if this date is within the next 6 months.
- Transcripts – Official transcripts must show a GPA of 2.5 or greater and an acceptable major and degree(s) for requested subject area.

If any of this information is missing in ATS, review OTG for the required data and add to ATS

If the indicated major is not a certifiable area (see example above, line 3), the applicant must provide: a Statement of Eligibility (SOE), official passing score report for the Subject Area Exam (SAE) or official clearance from M-DCPS Certification Office for requested subject area.

If an Evaluation is indicated (see example above, line 4), first check screen 15 for additional data regarding the evaluation. A SOE and SAE, or official M-DCPS Certification Clearance must be provided along with an evaluation.

- To schedule an interview for School Psychologist or Vocational Education, the Psychological Services Office or the Vocational Education Department must be contacted first to verify proper documentation is on file with them.

Screen 12

- Certification Data - Any information regarding certificates or SOE must be reviewed in OTG prior to scheduling. If an expired certificate or SOE is indicated, clearance must be obtained by M-DCPS Certification Office prior to scheduling. The M-DCPS Certification Office is responsible for determining if a temporary certificate has expired or if the General Knowledge timeline has been met.

Screen 13

- Comments – SAE information may appear in this section which can be used to determine that the applicant is certifiable.

- Restricted Personal Data Form (FM-3505) – This form must be signed and dated less than one year or a new Restricted Personal Data form must be submitted prior to scheduling.

Screen 14

- References – Two references must appear indicating acceptable (professional) and with a “rating” of (“O” or “G”), dated within the past year.

Screen 15

IT IS IMPERATIVE THAT ALL INFORMATION ON THIS SCREEN IS REVIEWED PRIOR TO SCHEDULING. Information to look for, but not limited to, in this section

- SOE and/or SAE subject area,
- prior contact information,
- evaluation information
- course work information
- Administrative ????? (notes)

Ensure that administrative staff has not listed any restriction notes in this area which would affect scheduling.

EVALUATION CRITERIA FOR INSTRUCTIONAL APPLICANTS

Transcripts: Minimum requirements include a Bachelor's degree with an overall 2.5 grade point average (GPA) or better or a 2.5 GPA within the certifiable area. An area of academic coverage must be identified in order to continue the application process.

ATS Screen 14:

- Interview: Score derived from Screen 15 (see page 18?)
- The GPA is determined by calculating the total quality points earned at the Bachelor' level at the degree-granting institution and dividing that number by the total number of credit hours earned. The Master's degree GPA may be used if it satisfies the specialization requirements necessary for a certifiable area.
- Scholarship in Major or Subject Area: The GPA is determined by identifying the specialization requirements earned within the area of academic coverage, calculating the total quality points earned in those requirements, and dividing that number by the total number of semester credits in those requirements.

Note: Should the overall GPA be less than the state-mandated 2.5, the grade point average from the best 30 hours in the specialization requirements may be utilized, in accordance with the Bureau of Educator Certification practice, as one of the criteria to determine the academic coverage of a instructional applicant. The minimum acceptable GPA in the certifiable area is 2.5.

- Background Check

Note: Applicants must provide written references (which can be mailed) before their application is considered complete/eligible to schedule an interview. It is preferred that written references be from the most recent supervisors, otherwise Instructional Staffing will contact the most recent supervisor via telephone before an applicant will be made eligible.

Procedure:

Instructional Staffing Officers will cross-reference **SECTION 5 EMPLOYMENT HISTORY** on page two of the Instructional Application to identify if the applicants most recent supervisors submitted the written references.

If at least one current/recent supervisor submitted a positive reference then a telephone reference does not have to be completed by the Staffing Officer.

If both written references are not from recent supervisors or unacceptable reference, then the Staffing Officer must complete a telephone reference check with the applicant's most recent supervisor.

- References (2.0 points total is the maximum allowable)

Satisfactory: 1.0 for each Outstanding or Good reference.

Unsatisfactory: Leave blank/no score (Satisfactory is given for references supplied by a present or former supervisor, colleague or professor, and the overall rating must be outstanding or good in all categories. References from friends who are not the applicant's supervisors, colleagues, or professors will not be accepted. References must not be older than one year).

- Employment Check: If a telephone contact is made to applicant's previous employer. Employment can include student teaching/internship. The following rating is used:

Outstanding – 3.0

Good – 2.0

Fair – 1.0

Unsatisfactory – leave blank/no score

Unsatisfactory employment checks will result if one or more of the following occurs:

- Unsatisfactory student teaching appraisal.
- Unacceptable teacher evaluation.
- Termination for cause by previous employer.
- Not recommended for rehire by previous employer.
- Documented history of high absenteeism and tardiness.
- Support evidence that applicant is unable to work cooperatively with peers and/or
- Supervisors.

Note: If no employment check is required, the Instructional Staffing Officer will note Letter in this section and 2.0 points will be awarded. If the employment check is Unsatisfactory, the applicant will not be displayable. If the employment check is Fair (1.0), a second contact will be made. If the second contact results in a fair employment check, a second level review will be required by the Executive Director of Instructional Staffing.

- Quality of Experience in the Classroom: 4.0 maximum points

Outstanding – 4.0: 10 or more years of teaching experience.

Outstanding recommendations from former principal(s) or supervisor(s)

Good – 3.0: Less than 10 years of teaching experience.

Very good recommendations from former principal(s) or supervisor(s)

Average – 2.0: Successful student teaching/ substitute teaching experience. Good recommendations from former principal(s) or supervisor(s)

No experience – 1.0 Relevant Non-Teaching Experience: 1.0 maximum point value.

A minimum score of 0.1 is required for an applicant to be displayable.

A score of 1.0 is assigned to an applicant having involvement with youth in a non-

teaching structured environment such as church, youth camps, sports, and community agencies.

A score of 0.1 would indicate that the applicant has had no such experiences.

Note: A total cumulative score or Quantitative Evaluation (QE) must be 18.0 or greater in order for an applicant to display. An applicant with a QE less than 18.0 will no longer be considered for employment (not displayable).

Screen 15:

- Ten categories, each containing a maximum allowable score of 15.0 for a total score of 150; one-tenth of this score is electronically transferred to Screen 14, "Interview," and is a portion of the total Q.E.

The following rating scale is used in assessing the applicant during the interview:

1. Outstanding13-15
2. Good12-13
3. Average.....07-09
4. Passing05-06
5. Unsatisfactory 00

Language: This category will evaluate how the applicant makes use of written and oral language to ensure the proper use of Standard English. A rating of 15.0 (descending to 0.0) is based upon the ability of the applicant to sufficiently respond to questions relative to subject matter.

Written: This category will reflect the point value of the writing sample, a written response to a question relevant to the applicant's area of certification. More than two major errors and four minor errors will result in an applicant being disqualified for employment.

The written sample is evaluated to ensure proper use of Standard English. Sentences must be more than grammatically correct; they must include complete thoughts and be skillfully arranged.

The following criteria must be used when evaluating the written sample:

Syntax – the way in which words are put together to form phrases, clauses, or sentences.

Punctuation – the use of standardized marks in written material to separate structural units and clarify meaning.

Capitalization – the placement of capital letters in appropriate places such as proper nouns and titles.

Spelling – correct spelling of words.

Legible handwriting – capable of being read.

Oral – The oral presentation will be rated based on proper pronunciation, grammar, and fluency of delivery.

Unacceptable ratings will result from indicators such as the following:

Generally not comprehensible due to frequent (three or more) pauses, pronunciation errors, limited grasp of vocabulary, and lack of grammatical control with frequent rephrasing.

Frequent (three or more) phonetic errors and foreign stress and intonation patterns that cause the speaker to be occasionally unintelligible.

Limited control of basic grammatical constructions with major and/or a non-Native flow that interferes with intelligibility.

Acceptable ratings would be a result of noticeable/identifiable instances of the following:

Comprehensible in normal speech, with only occasional (no more than two) grammatical or pronunciation errors in colloquial phrases.

Occasional, (no more than two) non-native pronunciation errors, but applicant is always intelligible.

Knowledge of Curriculum: An unacceptable rating would be given if the applicant demonstrates two or more errors in response to questions relative to teaching content area or subject matter.

Plans and Records: An unacceptable rating would result from one or more indicators such as the following: 1) Applicant is unaware of components of acceptable lesson plans) for exceptional education interviews, applicant can not explain the Individualized Educational Plan (IEP), such as, how to utilize it, updating, etc.

Evaluation Techniques: An unacceptable rating would result if the applicant does not demonstrate knowledge of assessment methods beyond an organized test.

Instructional Techniques: An unacceptable rating would result if the applicant is not able to indicate two or more teaching techniques, i.e., small groups, use of media, guest speakers, field trips, etc.

Classroom Management: An unacceptable rating would result if the applicant is not aware of two or more assertive discipline techniques and methods, is unable to demonstrate acceptable discipline plans, or can not describe behavior modification methodology.

Home/School Relationships: An unacceptable rating would result if the applicant does not demonstrate a system or a purpose for parental contact on a routine basis.

Educational/Professional: Level of teaching experience.

Personal Characteristics: An unacceptable rating would result if the applicant lacks eye contact, has unclear or inappropriate dress/appearance, is restless, or demonstrates poor judgment in regard to the interview itself.

Concurrently, the applicant will be provided with career counseling and, when needed, career counseling will include, but not limited to, advice to:

- Enroll and successfully complete subject area course(s) to improve the GPA.
- Enroll and successfully complete educational preparation course(s)
- Volunteer and observe successful classroom teachers
- Obtain areas of academic coverage based upon applicant interest and/or critical staff shortage areas.
- Successfully complete Miami Dade College Temporary Instructor (substitute) Training.

TEMPORARY INSTRUCTOR (SUBSTITUTE) PROCEDURES

The requirements for a Temporary Instructor are acceptable references and 60 or more credits from an accredited college or university with a minimum overall GPA of 2.5.

In addition, Temporary Instructors must complete a two-day training program offered by Miami-Dade College. This training is required for applicants who have not previously received training in M-DCPS school safety and security procedures, educational liability laws, professional responsibilities, ethics, classroom management and instructional strategies.

The instructional application may be obtained from the Instructional Staffing office or accessed from our website at <http://jobs.dadeschools.net/teachers/index.asp>.

- 1) In order to expedite the process, the following must be submitted together to: Miami-Dade County Public Schools, Instructional Staffing Office 1500 Biscayne Boulevard., Suite 129, Miami, Fl. 33132:
 - **Copy of Social Security card**
 - **Application for Employment (FM 3054) – SIGNED AND DATED**
 - **Restricted Personal Data** – completed thoroughly, signed, and dated. If the answer is YES to any of the questions, an original/certified copy of the arrest form disposition(s) for each charge including sealed and expunged records must be attached. Please be advised that fingerprints will be used for a thorough background check from the FBI (Federal Bureau of Investigation) and FDLE (Florida Department of Law Enforcement).
 - **Two (2) Reference Evaluation Forms (FM 3505)** or letters of recommendations on letterhead– completed by persons best able to attest to the applicant’s prior job performance dated within one 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.
 - **Official Transcripts (stamped and in a sealed envelope)**
 - Applicants for Temporary Instructor positions must submit evidence of a minimum of 60 credits, from an accredited college or university, and a minimum cumulative 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).
 - **Telephone References** – In addition to the two (2) reference evaluation forms or letters of recommendations, the applicant must furnish the name(s) and phone number(s) of their current or most recent employer(s) or supervisor(s) and one additional telephone reference. Telephone references may be verified (Two telephone references are required and may be the same persons submitting the written references).
- 2) Applicants must visit the Instructional Staffing Office to complete an essay relevant to substitute teaching during this visit. Applicants must successfully demonstrate the ability to write in standard English. The comprehensive written sample will be evaluated on the following criteria: syntax, punctuation, capitalization, spelling, and legible handwriting.
- 3) Applicants accepted to continue the temporary instructor process will receive notification of acceptance via e-mail, within a two-week period, along with contact information to register for the required Temporary Instructor Training Workshop.
- 4) Once applicants have completed the required training, they must return to the Instructional Staffing Office between the hours of 2 PM and 4 PM with the following items to complete the

process, including to complete the Employment Eligibility Verification Form (DHS I-9) with evidence of identity and employment eligibility (may include original driver's license, social security card, unexpired employment authorization document issued by the Department of Homeland Security, etc.)

- Original social security card (with employment authorization documents if required)
- Photo ID/driver license (valid government issued)
- Official Transcripts from Miami-Dade College or Certificate of Completion showing successful completion of Temporary Instructor training
- \$10 cash for local fingerprinting processing fee
- \$61 money order payable to "Fingerprinting Services, LLC" or prepay by credit card prior to visiting the M-DCPS fingerprint office by calling toll-free at 1-877-357-7456 or online at <http://www.flprints.com>

Applicants will be eligible to begin work upon clearance of fingerprints and drug test analysis. For any questions, please contact us at Persing@dadeschools.net.

Note: 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 or ed major approved program.

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 an approved Substitute Teacher Training Program (Broward County, other States, etc.).

If the specified documentation cannot be provided, you will be ineligible to work as a Temporary Instructor until the requirements are completed.

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

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: I need to talk to a Staffing Officer but I can't get through on the phone. What can I do?

A: The best and most efficient way to contact the Instructional Staffing Office is through e-mail. The e-mail addresses for all the officers are on the "Contact Us" page. If you have a general question, or want an application or test bulletin sent to you, send your e-mail to persinq@dadeschools.net and it will be directed to the appropriate person.

Q: How long is my application valid?

A: Your application will remain on file for two years from the day it is received in the Instructional Staffing Office.

Q: How can I schedule an interview for a full-time position?

A: Please mail your completed application, along with official transcripts, a copy of your social security card and two recommendation forms to Miami-Dade County Public Schools 1500 Biscayne Blvd., Suite 129 Miami, Fl. 33132. Ten days after sending the application, you may email us at persappt@dadeschools.net to inquire about the status of your application if you have not been contacted for an interview.

Q: I have submitted my application but I have not been contacted for an interview. What do I do?

A: Instructional applications remain on file for two years. Please email us at persappt@dadeschools.net to verify that your application has been received and is complete. Incomplete applications will not be scheduled. In addition we are currently scheduling interviews in certain academic areas. Please check the following link to verify that we are scheduling interviews for your academic area: http://jobs.dadeschools.net/teachers/teach_application.htm

Q: I've heard there is a teacher shortage. Will I be able to work in an instructional position while I am completing my degree?

A: You may work as a temporary instructor (substitute teacher) if you completed at least 60-college credits and have an overall grade point average of 2.5 or higher. To work as a full-time teacher you must meet the requirements for a teaching certificate from the Florida Department of Education, which includes a Bachelor's degree for most certification areas. You may view the requirements for certification on the State of Florida's website at www.fldoe.org/edcert.

Q: I have a degree in Business and I want to teach elementary education. Is it true that I can teach while I complete the requirements?

A: All teachers in the State of Florida must meet eligibility requirements for a teaching certificate. Your degree in Business would not automatically make you eligible, but the State has made it easier for applicants to enter the profession without first taking additional coursework. A passing score on the State's Subject Area Exams would make you eligible for a temporary certificate in certain areas such as Math, English, or Exceptional Student Education, to name a few. You can request information on these exams and a registration booklet by calling (813) 974-2400 or visiting the website at <http://www.cefe.usf.edu/>. Once you meet the requirements for a Temporary Certificate, you may teach while you complete the requirements for the Professional Certificate.

Q: What are the requirements for a teaching Certificate in the State of Florida?

A: The requirements for a teaching certificate depend on the type of certificate and the subject area requested. You may find information on obtaining a certificate on our Certification website at <http://certification.dadeschools.net/> or by visiting the Florida Department of Education's Educator Certification website at <http://www.fldoe.org/edcert/>.

Q: Whom should I contact regarding employment verification?

A: To obtain "Employment Verification" contact Personnel Records.
General Number: 305-995-7294 or 305-995-7238
Fax number: 305-995-7215
Email: mdelacerda@dadeschools.net
Or cbarr@dadeschools.net

Q: How can I become a temporary instructor (substitute teacher)?

A: The requirements for a Temporary Instructor are acceptable references and 60 or more credits from an accredited college or university with a minimum overall GPA of 2.5.

In addition, Temporary Instructors must complete a two-day training program offered by the Miami-Dade College This training is required for applicants who have not previously received training in M-DCPS school safety and security procedures, educational liability laws, professional responsibilities, ethics, classroom management and instructional strategies.

Please bring your completed application, along with official transcripts to our office at 1500 Biscayne Blvd., Suite 129, Miami, Fl. 33132. You must visit the Instructional Staffing office to complete an essay relevant to substitute teaching. Applicants must successfully demonstrate the ability to write in standard English. The comprehensive written sample will be evaluated on the following criteria: syntax, punctuation, capitalization, spelling, and legible handwriting.

If accepted to continue the substitute process, you will receive notification of acceptance via e-mail along with contact information to register for the required Training Workshop.

Once you have completed the required training, you must return to the Instructional Staffing Office between the hours of 2 PM and 4 PM with the following items to continue processing and to complete the Employment Eligibility Verification Form (DHS I-9) with evidence of identity and employment eligibility (may include original driver's license, social security card,

unexpired employment authorization document issued by the Department of Homeland Security, etc.):

- Original social security card (with employment authorization documents if required)
- Picture ID/driver's license
- \$10 cash for fingerprinting local processing fee
- \$61 money order payable to "Fingerprinting Services, LLC" or prepay by credit card prior to visiting the M-DCPS fingerprint office by calling toll-free at 1-877-357-7456
- Transcripts indicating completion of temporary instructor training

Applicants will be eligible to begin work upon clearance of fingerprints and drug test analysis. For any questions, please contact us at Persing@dadeschools.net

Q: I have questions regarding my salary and credit for advanced degrees and/or teaching experience. To whom should these be directed?

A: Questions regarding salary can be sent electronically by means of a salary inquiry form, which is available at the website, <http://salary.dadeschools.net>, or by phone at 305-995-7040. Salary calculation letters are mailed out with paychecks each September, November, February, and May which provides current salary step, salary supplement(s), and credential payment information.

Q: How can I find out about new employee benefits and make selections regarding my health/life insurance?

A: Your Board-paid health and life insurance coverage is effective the first day of employment. Any additional benefits you elect to purchase, such as dental, vision, legal, etc., are effective the 1st of the month following your first payroll deduction. Your benefits enrollment package will be mailed to you. Included in the enrollment package is information concerning online enrollment. To view benefits information or enroll, go to <http://riskmanagement.dadeschools.net/benefits/index.htm>. Questions regarding new employee benefits should be directed to Ms. Rosa M. Molina at 305-995-3039 or webcustomerservice@FBMC-benefits.com.

Q: How can I transfer from one school to another?

A: A newly-hired/rehired teacher will be eligible to submit a transfer application only if he/she has been employed at the same work location for a minimum of three school years. Applications for transfer may be submitted anytime after February 1 for the following school year. Such transfers may only occur after the last day of the school year for teachers and will be effective prior to the first day of the subsequent school year.

Q: I am having some difficulty with curriculum, lesson planning and classroom management? How can I obtain support as a new teacher?

A: Support is available to all new teachers at the school, Regional Center and District office. Please contact Ms. Gloria Kotrady, District Director, Beginning Teacher Program at gkotrady@dadeschools.net for additional information.

CONTACTING INSTRUCTIONAL STAFFING

The best way to contact the Instructional Staffing Office is by e-mail. Please e-mail your request to persing@dadeschools.net. If you have already submitted an application and need to schedule an interview, please e-mail your request to persappt@dadeschools.net.

For Miami-Dade County Public Schools employees:

Inquiries should be made to the Instructional Staffing Officer responsible for the Regional Office of your work location.

Claude J. Archer (Regional Center V)
Executive Director

(305) 995-7003
carcher@dadeschools.net

Lourdes A. Rodriguez
Executive Secretary

(305) 995-7085 fax (305) 523-0509
rodriguezl@dadeschools.net

Valentina Diaz (Regional Center I)
Instructional Staffing Officer

(305) 995-7226
vdiaz@dadeschools.net

Beverly Dorsett-Fonville
Personnel Assistant

(305) 995-7044 fax (305) 995-7123
bfonville@dadeschools.net

Jeffrey Soell (Regional Center II)
Instructional Staffing Officer

(305) 995-7223
jsoell@dadeschools.net

Doris Pagan
Personnel Assistant

(305) 995-7228 fax (305) 995-7058
dpagan@dadeschools.net

Samuel Pongnon (Regional Center III)
Instructional Staffing Officer

(305) 995-7225
spongnon@dadeschools.net

Doris Pagan
Personnel Assistant

(305) 995-7228 fax (305) 995-7058
dpagan@dadeschools.net

Dr. Frank Castellon (Regional Center IV)
Instructional Staffing Officer

(305) 995-7229
fcastellon@dadeschools.net

Beverly Dorsett-Fonville
Personnel Assistant

(305) 995-7044 fax (305) 995-7123
bfonville@dadeschools.net

Josette Paris
Instructional Staffing Officer
(Alternative Ed/Specialized Centers/Vocational Centers)

(305) 995-7204
jparis@dadeschools.net

Beverly Dorsett-Fonville
Personnel Assistant

(305) 995-7044 fax (305) 995-7123
bfonville@dadeschools.net

Jorge Rubio (Regional Center VI)
Instructional Staffing Officer

(305) 995-7221 fax (305) 523-0507
jrubio@dadeschools.net

Doris Pagan
Personnel Assistant

(305) 995-7228 fax (305) 995-7058
dpagan@dadeschools.net
