

MIAMI-DADE COUNTY PUBLIC SCHOOLS
South Florida Workforce Summer Youth Employment Program
Instructional Application

Five-week summer employment opportunities are now available for instructional personnel interested in being part of an exciting collaborative initiative, highlighting best practices in work readiness and career performance. Instructional personnel will attend an intense professional development focusing in intern supervision, career pathways, employment performances, communication networking and interactions. This training will take place on June 18 and June 19, 2009 from 8:00 a.m. to 4:00 p.m. Teachers will be supervising interns classified into two categories by age: 14-17 years old and 18-24 years old. Teachers will work a maximum of 30 days for the younger group and 33 days for the older group.

I. MINIMUM QUALIFICATIONS

- A) Applicant must hold a valid Florida Teaching Certificate.
- B) Applicant must be eligible for summer school employment.
- C) Applicant must be willing and able to participate in required professional development experiences.

II. APPLICATION PROCEDURE

Please submit the following information as part of the application process:

- A) Completed application cover sheet (attached);
- B) A resumé (not to exceed one page);
- C) A copy of your current Florida Teaching Certificate; and

Applications must be received by noon, Friday, June 5, 2009, at the following address:

Miami-Dade County Public Schools
Summer Services
Ms. Rhoda Shirley, Executive Director
1500 Biscayne Boulevard, Suite 235
Miami, FL 33132

School Mail Code: 9048 – Summer Services

It is the responsibility of the applicant to submit sufficient information to enable the Screening Committee to effectively evaluate education, training, and experience. Incomplete applications will not be processed. Applicants may opt to hand-deliver the application packet to the address listed above. Interviews will be held as indicated on the attached schedule. Questions pertaining to this job announcement may be directed to Mrs. Shirley, at 305-995-7681 or rshirley@dadeschools.net. Your dates, age group and site area preferences will be considered; however, actual placement is dependent upon need.

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III. INTERVIEW PROCESS

Interviews will be held June 9, 2009 and June 10, 2009; selection of instructional personnel will be completed on or about June 11, 2009. The interviews will be inquiry-based in nature, providing an opportunity for the applicant to share his/her career awareness and instructional expertise.

As the interview process will be the same at each session, prospective applicants will be afforded equitable opportunity. The interview schedule is listed below:

- **Tuesday, June 9, 2009, 8:00 a.m. - 6:00 p.m.**
1500 Biscayne Boulevard, Suite 144
Miami, FL 33132

- **Wednesday, June 10, 2009, 8:00 a.m. – 6:00 p.m.**
1500 Biscayne Boulevard, Suite 144
Miami, FL 33132

IV. COMMITMENT

- Job assignment may not be shared or split; applicant must commit to the full term of the professional development and internship supervision components.

- Applicants must be willing to work flexible hours.

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APPLICATION COVER SHEET

Check the dates, age group and site area for which you are applying:

Dates	Age Groups	Site Areas	
<input type="checkbox"/> 6/18 – 7/24	<input type="checkbox"/> 14 - 17	<input type="checkbox"/> North <input type="checkbox"/> North Central	<input type="checkbox"/> South Central <input type="checkbox"/> South
<input type="checkbox"/> 6/18 – 7/31	<input type="checkbox"/> 18 - 24	<input type="checkbox"/> North <input type="checkbox"/> North Central	<input type="checkbox"/> South Central <input type="checkbox"/> South

Applicant's Information:

Name: _____ Emp. #: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Email: _____

Applicant's Signature: _____ Date: _____

(Applicant's signature certifies that all information contained in this application and in the related documents is accurate.)

Please append the following documents to the Application Cover Sheet:

- A) A resumé (not to exceed one page)
- B) A copy of the current Florida Teaching Certificate

Applications must be received by noon, Friday, June 5, 2009, at the location indicated on page one of this Instructional Application packet.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED