DIRECTIONS FOR SUBMITTING APPLICATIONS FOR
NON-INSTRUCTIONAL POSITIONS
http://jobs.dadeschools.net/

Non-Instructional classifications include paraprofessionals, custodial services, bus drivers, clerical staff, food services, maintenance and head start center positions.

All non-instructional applicants must have a complete candidate profile to be considered for employment. The candidate profile consists of personal and contact information, work experience, education and qualifications.

The information below will need to be accessible in an electronic format to attach to your application profile:

- Three reference letters, signed and dated within the last year. At least one of the letters must be on letterhead from a current or previous employer. Reference Evaluation Forms may be used for verification of employment.

- Any document verifying qualifications and/or as required by the job description: licenses, certifications, test scores, high school diploma or equivalent, etc. Please be advised that original, sealed college transcripts must be forwarded to the address below for positions requiring a college degree or college credits; transcripts should not be attached to the profile.

  M-DCPS Personnel Records Transcript Desk
  1450 N.E. 2nd Avenue, Suite #160
  Miami, FL 33132

  Foreign High School Diplomas or equivalent must be validated by the below location:

  Federal & State Compliance Office
  489 East Drive
  Miami Springs, Florida
  Telephone: (305) 883-5323
  Fax: (305) 883-7544

Completing the On-line application

After the required information has been obtained to complete the candidate profile, the on-line application process can be started. ⟹

Non-Instructional Staffing
On-Line Application Steps
http://jobs.dadeschools.net/

1. Go to the website 2. Click **"Non-Instructional Opportunities"** link 3. Click **"Get Started Now"** link 4. Click "R**egister and Login Here"** link 5. Click the "R**egister Here**" link	6. Click on **"Request Questionnaire"** link. The questionnaire will be sent to your email. address. 7. Return to website 8. Log-in with your username and password	9. Click on **" Candidate Profile"** link 10. Provide information for each of the application tabs. Attach reference letters and other qualifying documents in the "A**ttachments**" tab	11. Click on "**Employment** O**pportunities**" lInk 12. Click on **"Personal Information"** link 13. Click on "**Employment Opportunities**" link 14. Click on **"Contact Information "** link	15. Click on **"Search and Apply for Jobs**" link 16. Click on the "**Start Search"** link 17. Select position 18. Click on "A**pply"** link	19. Click on the right arrow button to see the additional tabs 20. Complete tab 9, click on the "**Save"** link 21. Complete tab 10, click on "**Send Application**" link 22. Complete tab 11, click on "**Submit"** link "**Your application was sent successfully**"