

## **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 complete a Miami-Dade County Public Schools Application for Employment. The application may be accessed online at [www.dadeschools.net](http://www.dadeschools.net) or may be printed from our website at <http://jobs.dadeschools.net/teachers/index.asp>. All sections of the application must be completed.
2. If applying online, applicants will receive an email confirmation with information on how to schedule an interview and what additional documents will be needed.
3. Printed applications should be submitted to the Office of Instructional Staffing, 1500 Biscayne Blvd., Suite 129, Miami, Florida 33132 and should include:
  - **Copy of Social Security card** - (**must** be included)
  - **Application for Instructional Position(FM-3504) – SIGNED and DATED.**
  - **Restricted Personal Data Form (FM-3505)** - must be complete, signed and dated.
  - **W-4 Tax Form**
  - **Two (2) Reference Evaluation Forms (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>.
4. **Please Note:** Non-Education majors with no prior teaching experience are required to complete a Teacher Training Program prior to interview in the Instructional Staffing Office. The training will include the 3 courses below offered online though [www.thesub-hub.com](http://www.thesub-hub.com). 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)**

***Be sure to print and bring your Certificate of Completion for each required course to the district at the time of your interview. Registration information may be found at <http://jobs.dadeschools.net/teachers/index.asp>***
5. Applicants may contact the office by email at [Persappt@dadeschools.net](mailto:Persappt@dadeschools.net) to schedule an interview or check on the status of their application.

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 in staffing their schools. Only applicants who have been cleared by Instructional Staffing are eligible for employment in instructional positions.

6. Once an applicant has been cleared by Instructional Staffing and has met all state and local requirements, the applicant's name is displayed in the Applicant Tracking System (ATS) under the appropriate job category (i.e. Elementary Education, Language Arts, Mathematics, etc.). Principals are then able to interview and electronically hire any applicants displayed in Applicant Tracking System.

**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](mailto:Persing@dadeschools.net) if you have additional questions or concerns.