

# Miami-Dade County Public Schools Instructional Hiring Process

## Step 1: Prepare

- Before you begin your application, gather the documents you will need to complete your candidate profile.
- All instructional applicants must provide a complete candidate profile to be considered for employment. The candidate profile consists of:
  - Personal information
  - Current resume and work history
  - Submission of two professional references
    - Written by past or present employers or professors
    - References must be on letterhead, have an original signature, and be dated within the last year; OR references may be submitted on the [district's reference form](#) (must have original signature and be dated within the last year).
    - References **must** be uploaded to your candidate profile
  - Certification information
    - Information on certification requirements and highly qualified status can be found at [jobs.dadeschools.net/teachers](http://jobs.dadeschools.net/teachers)
    - Exceptional Student Education teachers must meet state certification requirements for the core academic subject AND the exceptionality of the students being taught
- Additionally, all candidates must have official sealed transcripts on file in order to be interviewed by principals. Please mail or hand deliver transcripts to: **Miami-Dade County Public Schools, Transcript Desk, 1450 NE 2<sup>nd</sup> Avenue, Suite 160, Miami, FL 33132**  
Transcripts may also be sent electronically via <http://www.studentclearinghouse.org> . If using this service, you must request that electronic transcripts be sent to [PersRecords@dadeschools.net](mailto:PersRecords@dadeschools.net). Please note that not all colleges and universities participate in the electronic transcript program.

## Step 2: Choose Job Pool

- Please visit [jobs.dadeschools.net/teachers](http://jobs.dadeschools.net/teachers) where you will find the link to the M-DCPS job board. On the job board, you will find a listing of subject area job pools. Job pools are not school-site specific and therefore you will apply to the subject area pool(s) for which you are eligible.
  - Please apply only to job pool(s) in the subject areas in which you are willing to work and are qualified to teach.
  - You may apply to one or more subject area.
  - To view a map and a list of schools, go to <http://mbcurl.me/144V8>.
- Please be aware that the existence of a particular pool on the job board does not necessarily indicate that there are openings in that subject area.

## Step 3: Complete Online Application

- Once you have selected a job pool, click on the the application icon to the far right of the posting which allows you to begin your online application.
- The online application is required for all instructional applicants and consists of three required elements:
  - **Candidate Profile**
    - The Candidate Profile requires submission of personal and work history. In order to be considered for employment, all sections of the candidate profile must be complete.
  - **Educator's Professional Inventory (EPI)**
    - The Educators Professional Inventory (EPI) is a profile survey that will take 45 – 90 minutes and will ask you to respond to questions assessing your teaching skills, attitudes, and cognitive ability.
    - The EPI must be completed in one sitting and applicants who do not complete the survey will not be considered for employment.
    - Although your EPI results cannot keep you from being hired, they are shared with principals as a part of your hiring profile.
  - **Job Specific Inventory (JSI)**
    - The Job Specific Inventory consists of two short answer essay questions.
- Please note that your application will not be visible to principals immediately upon completion. All applicants must be vetted by the Office of Instructional Staffing and Recruitment to ensure that hiring profiles are complete and minimum qualifications are met prior to being released to principals.

## Step 4: Interview

- Once you have been cleared by the Office of Instructional Staffing and Recruitment, your hiring profile will become visible to principals.
- If a principal is interested in interviewing you for an instructional opening, you may be invited to interview at the school. Final hiring decisions are made by principals and interview formats may vary.

## Step 5: Offer Letter & Processing

- If a principal decides to offer you a teaching position, you will receive a conditional offer letter via email.
- **You must accept or decline the position by clicking the “I accept” or “I decline” link in the conditional offer letter email.**
- **Please note that conditional offer letters expire after 48 hours.**
- If you accept the position, you will receive an email with instructions on how to complete any pending pre-employment requirements which may include:
  - Drug test
  - Fingerprints/background check
  - Pre-employment documents

To search for job pools, link to the M-DCPS job board at [jobs.dadeschools.net/teachers](https://jobs.dadeschools.net/teachers).

If you have technical issues with the TeacherMatch online application,  
please contact the help desk:

855-980-0511

[clientservices@teachermatch.net](mailto:clientservices@teachermatch.net)