

Temporary Instructor (Substitute) Procedures

Thank you for your interest in working as a Temporary Instructor (substitute teacher) for Miami-Dade County Public Schools (M-DCPS). The requirements for a Temporary Instructor are acceptable references, a passing score on the FTCE General Knowledge Test (or equivalent) 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. Registration information for the Temporary Instructor Training may be found at <http://www.mdc.edu/iac/AcademicPrograms/education/default.asp>.

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, 1500 Biscayne Blvd., Suite 129, Miami, Fl. 33132:
 - ❖ 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)
 - ❖ Copy of the Official Passing Score Report on the **FTCE General Knowledge Test Registration and testing information may be found at <http://www.fl.nesinc.com/>**
 - ❖ Official Transcripts - (stamped, and in a sealed envelope)
 - Applicants for Temporary Instructor positions (substitute teachers): must submit evidence of a minimum of 60 credits, from an accredited college or university, and a minimum cumulative grade point average (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).
- 2) Applicants submitting completed applications to the Instructional Staffing Office will receive notification via email that their applications have been reviewed and accepted along with contact information to register for the required Temporary Instructor Training Workshop.
- 3) 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 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)
 - Photo ID/driver's license
 - Official Transcripts from Miami-Dade College or Certificate of Completion showing successful completion of temporary instructor training
 - \$71 money order payable to "School Board Miami-Dade Fingerprinting"
 - \$20 money order payable to "M-DCPS" for the Temporary Instructor (Substitute) Certificate

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

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 Temporary Instructor until the requirements are completed.

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