Select Language ▼

DadeSchools.net
Giving our students the world

How to create an external candidate profile.
Please follow all steps listed in this guide.

Discover M-DCPS   Calendars   Committees   Directories   Schools   School Board   Superintendent   Portal

Students
Grades...

Parents
Child info...

Employees
HR, payroll...

Community
Events...

Budget Resource Center
For the latest Budget News. Visit the Budget Resource Center.

show
Magic to Do
with students of
Miami-Dade County Pub

e The Date - May 6, 20

ntendent's Benefit Concert Series

1 - Scroll down and click "Employement Opportunities"

Welcome to Miami-Dade County Public Schools

Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

Superintendent Alberto M. Carvalho has led the school district since the fall of 2008. During his tenure, the district has received state and national recognition for unprecedented increases in student achievement and graduation rates.

Highlights
▸ Virtual Tour: New Schools
▸ Autism Aware Month
▸ Transparency Florida
▸ Piano Slam Competition
▸ Proposed Policies
▸ Employee Benefits

Resources
▸ Legislative Resource Center
▸ Adult Tech. Ed.
▸ Alumni Relations
▸ Assistive Technology
▸ Budget Resource Center
▸ Good Deals! Good Deeds!

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2 - Click on "Employement Opportunity"

Highlights

- Virtual Tour: New Schools
- Autism Aware Month
- Transparency Florida
- Piano Slam Competition
- Proposed Policies
- Employee Benefits
- Teachers Wanted
- 5 yr Capital Plan
- Be Safe
- Employment Opportunities
- Foundation
- Inspector General
- No Child Left Behind
- School Grades
- Video Gallery

Resources

- Legislative Resource Center
- Adult Tech. Ed.
- Alumni Relations
- Assistive Technology
- Budget Resource Center
- Good Deals! Good Deeds!
- Free GED Classes
- IT Blueprint
- Jessica Lunsford Act
- Lunch Menu
- Parent Resources
- PTA / PTSA
- School Police
- Voluntary VPK

P3

M-DCPS Home   ✉ Contact Us | 🔍 Search

Employment Opportunities
Human Resources

Thursday May 5, 2011

STUDENTS   PARENTS   EMPLOYEES   COMMUNITY

Dadeschools > Human Resources > Employment Opp

| Human Resources | Employment Op... | | Employee Portal |

3 - Select any of the three boards below: For this example we have selected "Instructional Opportunities"

To apply for a job, learn about vacancies or find out about upcoming recruitment events, please first select one of the job categories below.

INSTRUCTIONAL OPPORTUNITIES (CLICK HERE)

NON-INSTRUCTIONAL OPPORTUNITIES (CLICK HERE)

ADMINISTRATIVE OPPORTUNITIES (CLICK HERE)

Instructional positions include classroom teachers, counselors, substitute teachers and many other District positions.

Non-Instructional positions include paraprofessionals, custodians, bus drivers, clerical staff, food service and Maintenance positions.

Administrative positions include Principals, Assistant Principals, Central Office and Region-based directors, supervisors, analysts and more.

M-DCPS complies with FLA-STAT 119.071(5) regarding collection and use of Social Security Numbers (click here to view)
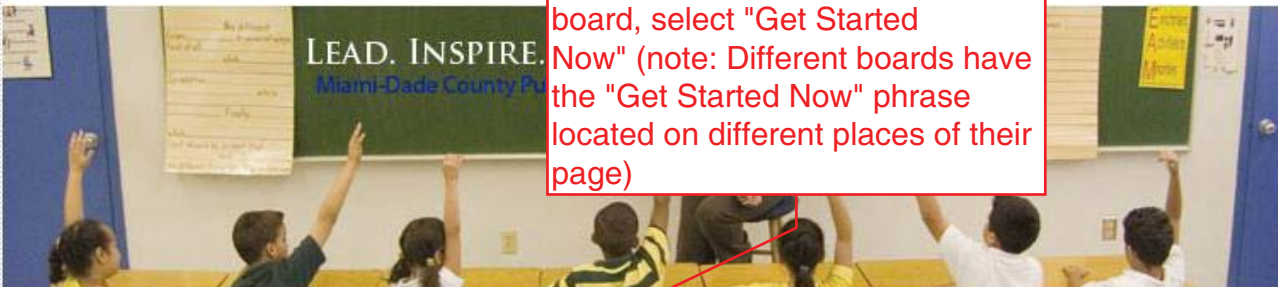
Discover M-DCPS | Committees | Directories | Human Resources

Newsroom | School Board | Schools | Superintendent | Technology

M-DCPS : 1450 NE 2nd Ave. : Miami, FL 33132 : Phone: (305) 995-1000 (For Non Technical Questions Only) © 2011

M-DCPS Home

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Employment Opportunities
Human Resources

Thursday May 5, 2011

STUDENTS | PARENTS | EMPLOYEES | COMMUNITY

Dadeschools > Human Resources > Employment Opportunities > Instructional Openings

4 - After selecting the appropriate board, select "Get Started Now" (note: Different boards have the "Get Started Now" phrase located on different places of their page)

LEAD. INSPIRE.
Miami-Dade County Pu

If you are ready to search and apply for jobs with us, get started now.

Recruitment Information
Learn more about upcoming recruitment events, and current & anticipated vacancies.

Requirements to Teach (overview of process)
To be hired as a teacher, you must be eligible to teach and meet our pre-employment requirements which include drug-testing, fingerprinting and I-9 employment verification.

Search and Apply for Jobs
M-DCPS uses E-Recruiting, a web-based registration and application tool. As either a new candidate or current employee, you will use this tool to Search and Apply for current job openings.
■ Who should apply through E-Recruiting?

Starting your New Job
To ensure success in your new job you must do the following:
■ Register to attend New Teacher Orientation
■ Begin your Professional Certification Process

News
■ New Testing Fees

Additional Resources
■ Temporary Instructor (Substitute) Procedures
■ Future Educators of America
■ Local Education Compacts
■ ABCTE

Reasons to Teach
■ Why teach in Miami?
■ What makes a great teacher?

Frequently Asked Questions
■ If you want to speak with the recruitment team, contact us here. Frequently Asked Questions

Salary & Benefits
■ To learn more about Salary and Benefits please visit our Employee Services page

Contact Us
If you are still unable to find what you are looking for after checking the resources on this page, contact us by e-mail with applications questions at persing@dadeschools.net OR recruitment questions at recruitment@dadeschools.org.

M-DCPS Home

✉ Contact Us | 🔍 Search

Employment Opportunities
Human Resources

Thursday May 5, 2011

STUDENTS | PARENTS | EMPLOYEES | COMMUNITY

Dadeschools > Human Resources > Employment Opportunities > Search and Apply

SEARCH AND APPLY FOR A POSITION

5 - Please select "register and Login Here"

IMPORTANT NEWS UPDATE

- applied using our paper application or older teacher web application must now register in plication system. Learn more.
- Mac computer users must install Firefox web browser. Learn more.
- Adobe Acrobat 8.0 or greater is required to use some features of the online application system. Learn more.

New Applicants
Register and Login Here

If you have never been employed by Miami-Dade County Public Schools, or were hired with M-DCPS prior to **November 2009**, you must register to search and apply for open full-time positions. Please read the four reminders below before you begin your registration:

1. **E-mail Requirement**
To use our online application system, we require all users to have a valid email account. If you do not have an email account, you may create a free account at www.gmail.com or www.yahoo.com/mail.

2. **Password Selection**
Registration requires a password that is a minimum of 8 alphanumeric characters

Current Employees
Login Here

If you are employed by Miami-Dade County Public Schools, you will be prompted to enter your **Employee Number** in the "Username" field, and your **Dadeschools Password** in the "Password" field before you can begin searching and applying for full-time jobs. If you have forgotten your Dadeschools password, please visit our Password Management application.

We recommend you review the transcript requirements before you login.

Previous Employees

If you were hired with M-DCPS prior to **November 2009**, and are no longer employed with the District, you must follow the procedures outlined on this page under **New Applicants**.

If you were hired with M-DCPS after **November 2009**, and are no longer employed with the District, your password will need to be reset before you can proceed. E-mail employeeservices@dadeschools.net to request your password.

Upon receiving your password, follow the login procedures outlined on this page under **Current Employees**.

P6

Logon

Register here

← 6 - For new users, please click "Register Here"

User *

Password *

Log On

Change Password   Password Forgotten

Registration

Before you can start searching and applying for jobs within M-DCPS, please register below.

Upon registration, you will receive a confirmation email that will provide directions and allow you to log-on to the application. All fields marked with an asterisk (*) are required. Please note that your Password must be a minimum of 8 alphanumeric characters.

Name

First Name *

Middle Name

Last Name *

User Information

Username *

Password (minimum 8 characters alphanumeric) *

Repeat Password *

E-Mail Address *

Social Security Number *

← 7 - Complete all fields.

Privacy Statement & Employee Standards

Before completing your registration, please read and accept our Privacy Statement, Employment Standards & Social Security Number Policy

☐ Yes, I have read the Privacy Statement , Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

Register

8 - Check "Yes" after reading the "Privacy Statement" and click the "Register" button to get started with your profile.

Employment Opportunities

Welcome to the M-DCPS online application system. Please use the links below to explore and apply for employment opportunities as well as enter or maintain personal information.

Employment Opportunities

Search for job openings, apply for jobs and modify/track job applications.

Apply Directly
Search and Apply for Jobs
Manage your Applications
Request Questionnaire

Personal Settings

Update your candidate profile, modify your personal and contact information, change your username or password, and if necessary, delete your registration.

Candidate Profile
Personal Information
Contact Information
Change Username
Delete Registration

9 - Click on "Candidate Profile"

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile	1 Work Experience	2 Education	3 Qualifications	4 Attachments	5 Profile Release

Education ▶

Please provide your work background below. Enter experience(s) by clicking "New Entry". To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your work experience. Once finished, click the "Save" button.

Work Experience

	Start Date	End Date	Employer	City	Country	Job Title
No data on work experience currently available						

Page 0 of 0

New Entry

10 - Click on "New Entry" to add "Work Experience"

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

| Candidate Profile | 1 Work Experience | 2 Education | 3 Qualifications | 4 Attachments | 5 Profile Release |

Education ▶

Please provide your work background below. Enter experience(s) by clicking "New Entry". To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your work experience. Once finished, click the "Save" button.

Data

Employer		
Permission to Contact this Employer	☐	
Start Date	MM/DD/YYYY	End Date MM/DD/YYYY
Country	-- Select --	Region/State -- No Selection Possible --
City		
Job Classification	-- Select --	Job Title
Description		

Save   Cancel

11 - Once all necessary fields are completed, click the "Save" button.

Employment Opportunities > Candidate Profile

13 - Click on the "Education" tab.

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ > 2 Education > 3 Qualifications > 4 Attachments > 5 Profile Release

Education ▶

Please provide your work background below. Enter experience(s) by clicking "New Entry". To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your work experience. Once finished, click the "Save" button.

Work Experience

	Start Date	End Date	Employer	City	Country	Job Title
☐	Open	Open	MDCPS			

Page 1 of 1

New Entry	Edit	Delete

Please note: The information you have saved in the previous step will display in rows.

12 - You can either add a "New Entry", "Edit" your entry, or "Delete" your entry. If no changes are needed, please proceed to Step 13.

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ > 2 Education > 3 Qualifications > 4 Attachments > 5 Profile Release

◀ Work Experience | Qualifications ▶

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

Education

	Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
There is no data on your education currently available.								

Page 0 of 0

New Entry

14 - Click on "New Entry" to add "Education" information

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

| Candidate Profile | 1 Work Experience ☑ | 2 Education | 3 Qualifications | 4 Attachments | 5 Profile Release |

◄ Work Experience | Qualifications ►

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

Data

Field	Value		Field	Value
Type of Institution	-- Select --		Start Date	MM/DD/YYYY
Education Level	-- Select --		End Date	MM/DD/YYYY
Country	USA		Major	-- Select --
Region/State	-- Select --		Click here if Education Major	☐
City			Minor	-- Select --
University or College	-- No Selection Possible --		Grade Point Average	
Name of High School, Vocational, or Other			M-DCPS Transcript Verification	-- Select --

Save   Cancel

15 - Once all necessary fields are completed, click the "Save" button.

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile   1   Work Experience ☑ > 2   Education ☑ > 3   Qualifications ◄ 4   Attachm...

17 - Click on the "Qualifications" tab

◄ Work Experience | Qualifications ►

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

Education

	Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
☐	06/12/2008	06/13/2010	BARRY UNIVERSITY					

Please note: The information you have saved in the previous step will display in rows.

Page 1 of 1

| New Entry | Edit | Delete |

16 - You can either add a "New Entry", "Edit" your entry, or "Delete" your entry. If no changes are needed, please proceed to Step 17

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile   1   Work Experience ☑ > 2   Education ☑ > 3   Qualifications > 4   Attachments > 5   Profile Release ≫

◄ Education | Attachments ►

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualifications

Qualification Group	Qualification	Proficiency
No data exists for qualifications		

Page 0 of 0

| Edit | ◄ 18 - Click on "Edit" to add "Qualifications"

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile | 1 Work Experience ☑ | 2 Education ☑ | 3 Qualifications | 4 Attachments | 5 Profile Release

◄ Education | Attachments ►

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualification Group   Administrative Coverage ▼

Qualifications

	Administrative Coverage
	Certifications
	Computer Skills
	Construction/Skilled Trades
	Exceptional Education
	FL Teacher Certification Examinations
	Food Service
	Foreign Languages

Selected	Qua...	Proficiency	
☐	Adm...	Not rated	▼
☐	Adm...	Not rated	▼
☐	Edu...	Not rated	▼
☐	Exc...	Not rated	▼
☐	Local Director of Vocational Education	Not rated	▼
☐	Professional School Principal	Not rated	▼
☐	School Principal	Not rated	▼

Other

[ ]

Save | Cancel

19 - Click on drop-down box and select the appropriate "Qualification Group". For this guide we have selected "Computer Skills.

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

| | | ✓ | 2 Education ✓ | 3 Qualifications | 4 Attachments | 5 Profile Release | |

20 - Click on the check-box to select the all appropriate "Qualifications".

...enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualification Group | Computer Skills ▾

Qualifications

Selected	Qualification	Proficiency	
☑	Adobe Acrobat	Yes	▾
☑	Audio Visual Equipment	Yes	▾
☑	CAD	Yes	▾
☑	Copyright law licensing, appropriate use	Yes	▾
☐	Destiny (catalog software)	Not rated	▾
☐	Pagemaker	Not rated	▾
☐	Programming	Not rated	▾
☐	SAP	Not rated	▾
☐	Snagit	Not rated	▾
☐	Software installation & troubleshooting	Not rated	▾

21 - Click on drop-down box to select the appropriate "Proficiency" for each qualification you have selected.

Other

| Save | Cancel |

22 - Click "Save" once completed.

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile   1   Work Experience ☑ > 2   Education ☑ > 3 Qualifications ☑ > 4   Attachment > 5   Profile Releas

24 - Click on the "Attachments" tab.

◀ Education | Attachments ▶

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualifications

Qualification Group	Qualification	Proficiency
Computer Skills	Adobe	
Computer Skills	Audio V	
Computer Skills	CAD	Yes
Computer Skills	Copyright law licensing, appropriate use	Yes

Please note: The information you have saved in the previous step will display in rows.

◀◀ Page 1 of 1 ▼ ▲

[Edit]   **23 - You can "Edit" your entry to add additional qualifications if needed. Proceed to Step 24 if no additions are needed.**

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile   1 Work Experience ☑   2 Education ☑   3 Qualifications ☑   4 Attachments   5 Profile Release

◄ Qualifications │ Profile Release ►

Please provide any additional documents relevant to this job application. Click "Add Attachment" to attach a new document. To edit or delete an existing attachment, click the blue box by that entry and select the appropriate action.

Note that instructional positions REQUIRE A RESUME. Managerial and administrative positions REQUIRE A RESUME, COVER LETTER AND 2 LETTERS OF REFERENCE. Non-instructional positions REQUIRE 3 LETTERS OF REFERENCE AND ANY APPLICABLE CERTIFICATES OR LICENSES.

Please note: required attachments for particular job types.

Data

Attachment Type	Reference ▼
File	\Word Docs\Letter of Reference.doc [Browse...]
Document Title	Letter of Reference

[Save]   [Cancel]

25 - Click on the drop-down box and select the appropriate "Attachment Type", then click the "Browse" button to find the appropriate document. Please provide a document title to describe the file.

26 - Click the "Save" button.

Employment Opportunities > Candidate Profile

28 - Click on the "Profile Release" tab.

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile   1 Work Experience ☑   2 Education ☑   3 Qualifications ☑   4 Attachments ☑   5 Profile Release

◄ Qualifications │ Profile Release ►

Please provide any additional documents relevant to this job application. Click "Add Attachment" to attach a new document. To edit or delete an existing attachment, click the blue box by that entry and select the appropriate action.

Note that instructional positions REQUIRE A RESUME. Managerial and administrative positions REQUIRE A RESUME, COVER LETTER AND 2 LETTERS OF REFERENCE. Non-instructional positions REQUIRE 3 LETTERS OF REFERENCE AND ANY APPLICABLE CERTIFICATES OR LICENSES.

Attachments

| Document Title | Attachment Type | Language |
| Letter of Reference | | |

Please note: The information you have saved in the previous step will display in rows.

Page 1 of 1

[Add Attachment]   [Edit]   [Delete]

27 - You can either "Add [an] Attachment", "Edit" your attachment, or "Delete" your attachment. If no changes are needed, please proceed to Step 28

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

| Candidate Profile | 1 Work Experience ☑ | 2 Education ☑ | 3 Qualifications ☑ | 4 Attachments ☑ | 5 Profile Release |

◄ Attachments | Teacher Transfer Request ►

Release your candidate profile to enable recruiters to access your data.

You can lock your profile again at any time to prevent anyone from accessing your data.

◉ Release Profile
○ Lock Profile

29 - Please select the bullet to "Release [your] Profile" and click the "Yes" check box. Proceed to the final step (Step 30)

Before completing your registration, please read and accept our Privacy Statement, Employment Standards & Social Security Number Policy

☑ Yes, I have read the Privacy Statement , Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

Save

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

| Candidate Profile | 1 Work Experience ☑ | 2 Education ☑ | 3 Qualifications ☑ | 4 Attachments ☑ | 5 Profile Release |

◄ Attachments | Teacher Transfer Request ►

Release your candidate profile to enable recruiters to access your data.

You can lock your profile again at any time to prevent anyone from accessing your data.

◉ Release Profile
○ Lock Profile

Before completing your registration, please read and accept our Privacy Statement, Employment Standards & Social Security Number Policy

☑ Yes, I have read the Privacy Statement , Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

Save

ⓘ Data saved successfully

30 - Click "Save" to receive the message below.