



DadeSchools.net  
Giving our students the world

Select Language

How to apply to a position in eRecruiting as an external candidate. Please follow all steps.

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.



1 - Scroll down and click "Employment 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 "Employment 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



# Employment Opportunities Human Resources

Thursday, May 5, 2011

STUDENTS

PARENTS

EMPLOYEES

COMMUNITY

Dadeschools > Human Resources > Employment Opp

Human Resources

Employment Opp

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 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



# 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)



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 [persinq@dadeschools.net](mailto:persinq@dadeschools.net) OR recruitment questions at [recruitment@dadeschools.org](mailto:recruitment@dadeschools.org).



# Employment Opportunities Human Resources

Thursday, May 5, 2011

STUDENTS PARENTS EMPLOYEES COMMUNITY

Dadeschools > Human Resources > Employment Opportunities > [Search and Apply](#)



5 - Please select "register and Login Here"

### IMPORTANT NEWS UPDATE

- If you have applied using our paper application or older teacher web application must now register in application 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](http://www.gmail.com) or [www.yahoo.com/mail](http://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](mailto:employeeservices@dadeschools.net) to request your password.

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

The screenshot shows a web form titled "Logon". At the top left, there is a link "Register here". Below it are two input fields: "User \*" and "Password \*". A red circle is drawn around both input fields, and a red arrow points from this circle to a text box on the right. Below the input fields is a yellow "Log On" button. At the bottom of the form, there are two links: "Change Password" and "Password Forgotten".

6 - Please enter the "User" and "Password" that you created when you registered.

## 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](#)

7 - Click on  
"Search and Apply  
for Jobs"

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.

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

Page 0 of 0

New Entry

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



Employment Opportunities > Search and Apply for Jobs

Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria. After entering search criteria, press the yellow "Start Search" button.

Once search results are displayed, you may view the job posting and description by clicking on the job title. To begin the application process, select the box(es) to the left of the desired job(s) and then click the yellow "Apply Now" button.

**Note: Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria.**

**Keyword Search**

Search by Keyword(s)

Search Method

**Search Criteria for Employment Opportunities**

Job Level

- Instructional Teaching
- Non-Instructional Support
- Professional / Technical
- Security/Safety

Job Classification

- Purchasing / Processing / Materials Management and Logistics
- Retail
- School Support
- Secondary - JROTC

Note: Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria.

9 - Select the appropriate "Job Level" - for this example we used "Non-Instructional Support" to narrow the search results.

10 - Select the appropriate "Job Classification" - for this example we used "School Support" to narrow the search results.

11 - Click on "Start Search"

Please use the fields below to search current job opportunities. You may search by Keyword, Job Level, Job Classification, or any combination of these criteria. After entering search criteria, press the yellow "Start Search" button.

the job posting and description by clicking on the job title. To begin the application process, select the box(es) to the left of the desired job(s) and then click the yellow "Apply Now" button.

12 - Select the "blue" box next to the requisition you would like to apply to. (The row will highlight)



Search Result: 155 hits

	Job Classification	Job Posting	Published	Country	Favorite	Application from
<input type="checkbox"/>	School Support	<a href="#">COMMUNITY INVOLVEMENT SPE, Scott Lake Elementary School, NC50310986</a>	10/28/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">CLASSROOM ASSISTANT, Cypress Elementary, NC50310981</a>	10/28/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">CUSTODIAN-HOURLY (STEP 4), Robert Morgan Educational Center, NC50310148</a>	10/28/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">CUSTODIAN-HOURLY (STEP 4), Robert Morgan Educational Center, NC50310147</a>	10/28/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">AFTER-SCH CARE ACT LEAD I, Coral Reef Elementary School, NC50310128</a>	10/27/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">AFTER-SCH CARE AC LEAD II, Dr. Rolando Espinosa K-8 Center, NC50310132</a>	10/27/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">SCHOOL SECURITY MONITOR, Terra Environmental Research Institut, NC50308485</a>	10/26/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">COMM-SCH ACT LEADER III, Hialeah High Adult, NC50306717</a>	10/25/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">COMM-SCH ACT LEADER III, North Miami Senior Adult, NC50306711</a>	10/25/2010	United States	No	
<input type="checkbox"/>	School Support	<a href="#">PARENT AIDE, D.a. Dorsey Educational Center, NC50306708</a>	10/25/2010	United States	No	

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Add to Favorites / Delete from Favorites

Apply / Now

Return to Search

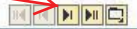
13 - Click on "Apply/Now"

[Employment Opportunities](#) > [Search and Apply for Jobs](#) > Application for Employment

You are applying for the following vacancy:

Job Posting [COMMUNITY INVOLVEMENT SPE, Scott Lake Elementary School, NC50310986](#)

Application for Employment 1 Notes 2 Work Experience 3 Education 4 Qualifications 5 Attachments



14 - If tabs 2-5 are correct, please click on the "Next Page" arrow.

Work Experience

Welcome to Miami-Dade County Public Schools' application for employment.

Please complete our multi-step application process which takes about 25 minutes to complete. To navigate between steps, you may either click on the yellow button(s) or on the tabs directly. Please make sure all of the tabs are complete before submitting your application.

>If you are planning to apply for a position that requires a specific education degree, we require official transcripts from your college/university OR an official copy of your high school diploma **before we can consider your application for employment.**

To submit these documents, you must do one of the following:

**1. Bring or mail your documents to:**

Miami-Dade County Public Schools  
Personnel Records: Transcript Desk  
1500 Biscayne Blvd., Suite 141L  
Miami, FL 33132

Please review tabs 2, 3, 4, 5 (these tabs were completed when creating your "Candidate Profile" - If any updating needs to occur you can do it at this time. (Please refer to the "Internal Candidate Profile" guide)

**2. Where applicable, you may use [www.studentclearinghouse.org](http://www.studentclearinghouse.org) to send your transcripts to us directly. Note that not all colleges and universities participate in this program.**

>If you have previously completed your candidate profile some of the information in steps 2 through 6 will already be populated. Be sure to review the accuracy of this information prior to submitting your application.

15 - Click on Tab 7  
-"Non-Instructional  
Process Template" and  
answer questions.

17 - After saving  
template, please  
click tab 8 - "EEO"

16 - Once all  
questions are  
answered, please  
click "Save". The  
message below will  
appear if the form is  
completed and  
saved properly.

Employment Opportunities > Search and Apply

You are applying for the following vacant position:

Job Posting: [PARA L THERAPEU\(P\), James H. Bright Elementary, NC50402984](#)

Application for Employment

6 Data Overview 7 Non-Instructional Process Template 8 EEO 9 Send Application

Questionnaire

Before you apply, please answer the following questions. As long as you have not yet sent us your application, you can change the questionnaire responses at any time.

Non-Instructional Process Template

1. Do you have a valid Certificate of Competency License for related position from Miami-Dade, Broward, Monroe, Collier, Palm Beach, or any other county? \*

Yes  
 No

9. If you answered "yes" to the question above, how many years of supervisory experience do you have?

0-1 year  
 2-3 years  
 4-5 years  
 6 years or more

10. Have you taken the M-DCPS clerical examination? \*

Yes  
 No

11. Do you have a minimum of 60 college credits?

Yes  
 No

Save Reset

Data saved successfully

19 - After saving template, please click tab 9 - "Send Application"

Employment Opportunities > Search and Apply for Jobs > Application for Employment

You are applying for the following vacancy:  
Job Posting [COMMUNITY INVOLVEMENT SPE\\_Scott Lake Elementary School\\_NC50310986](#)

Application for Employment | 6 Data Overview | 7 Non-Instructional Process Template | 8 EEO | 9 Send Application

Non-Instructional Process Template | Send Application

### Questionnaire

Before you apply, please answer the following questions. As long as you have not yet sent us your application, you can change the questionnaire responses at any time.

#### EEO

1. What is your gender? \*

Male  
 Female

2. Are you Hispanic or Latino? \*

Hispanic or Latino  
 Not Hispanic or Latino

3. What is your race? \*

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Hawaiian or Other Pacific Islander  
 White

Save    Reset

**Data saved successfully**

18 - Complete the "EEO" Questionnaire and click "Save". The message below will appear if the form is completed and saved properly.

Employment Opportunities > Search and Apply for Jobs > Application for Employment


You have already submitted an application for this job posting:

Job Posting [COMMUNITY INVOLVEMENT SPE, Scott Lake Elementary School, NC50310986](#)

Application for **8 EEO** **9 Send Application**

You can now submit your application.

Upon reviewing all the applications submitted for this position, we will contact you with further information.

 Your application was sent successfully.

**20 - Click the "Submit" button to submit your application. The following message will be displayed below.**

