DadeSchools.net
Giving our students the world

Select Language ▼

How to apply to a position in eRecruiting as an internal 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...

1 - Click on "Employees"

ITS System Maintenance
Saturday, April 16, 2011 at 5:00 p.m. through 12:00 noon on Sunday, April 17th. During this time, Network related services will experience interruptions of service. We are committed to providing first-class service and apologize for any inconvenience this may cause.

S

Analysis of Governor's Budget Recommendation

See Analysis Video Presentation...

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
- Transparency Florida
- Piano Slam Competition
- Proposed Policies
- Employee Benefits
- Teachers Wanted

Resources
- Adult Tech. Ed.
- Alumni Relations
- Assistive Technology
- Budget Resource Center
- Good Deals! Good Deeds!
- Free GED Classes

Twitter | Mail | Select Language ▼

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⚠️ **ITS System Maintenance**
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Employees

Working Together
To provide a Superior Learning Environment

| Login to Employee Portal |

Forgot Password?

2 - Click on "Login to Employee Portal"

Teachers
▸ National Board
▸ WLRN Television

Employee Highlights
▸ Be Safe
▸ Code of Conduct
▸ Employee Benefits
▸ Ethical Choices
▸ Microsoft Deals
▸ No Child Left Behind
▸ People First
▸ Reset Password

Employee Resources
▸ Americans with Disabilities
▸ Bullying
▸ Certification
▸ Credit Union
▸ Employee Assistance
▸ Funding Resources
▸ Good Deals! Good Deeds!
▸ Human Resources
▸ Information Technology
▸ Instructional Technology
▸ Labor Contracts
▸ Library Media Services
▸ M-DCPS Library System
▸ Professional Development
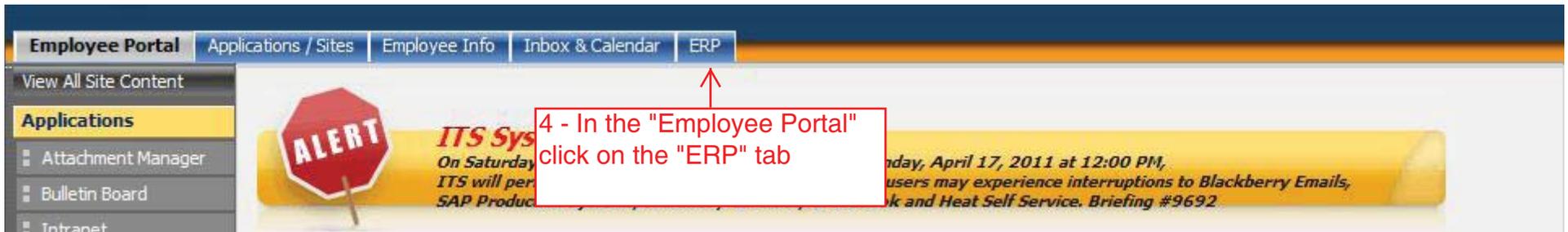▸ Salary Information
▸ School Operations
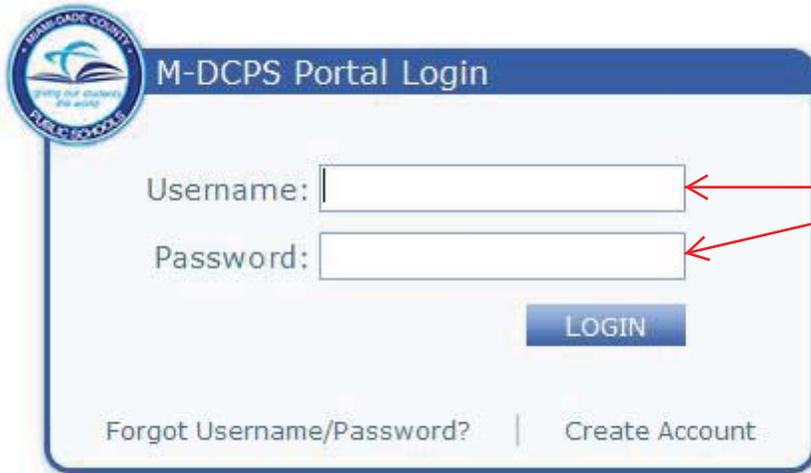
M-DCPS Portal Login

Username:

Password:

LOGIN

Forgot Username/Password? | Create Account

3 - Enter M-DCPS "Username" and "Password" - Click "Login"

**Employee Portal** | Applications / Sites | Employee Info | Inbox & Calendar | ERP

View All Site Content

Applications

- Attachment Manager
- Bulletin Board
- Intranet

ALERT

ITS Sys
On Saturday...
ITS will per...
SAP Produc...

...nday, April 17, 2011 at 12:00 PM,
...users may experience interruptions to Blackberry Emails,
...k and Heat Self Service. Briefing #9692

4 - In the "Employee Portal" click on the "ERP" tab

Help | Log off

Home | | Employee Self Service | | | | |
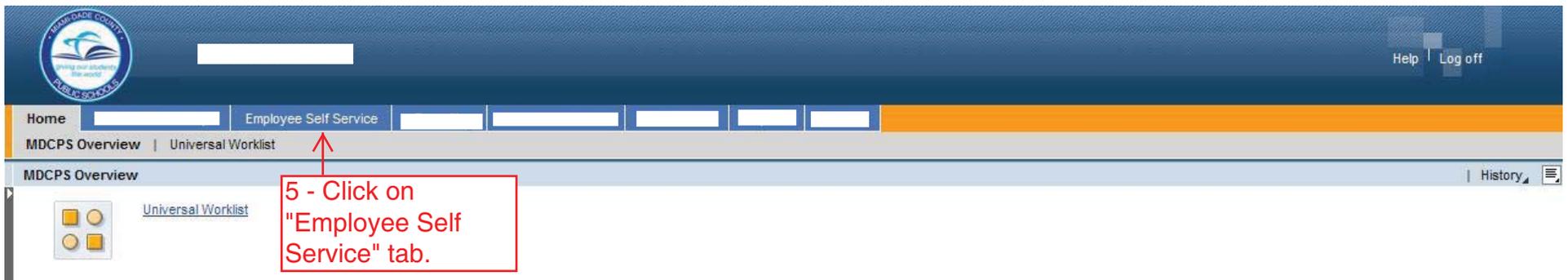
MDCPS Overview | Universal Worklist

MDCPS Overview | History

Universal Worklist

5 - Click on "Employee Self Service" tab.

Help | Log off

| Home | | Employee Self Service | | | | |

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Overview | History

6 - Click on "Employment Opportunities"

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

Employment Opportunities
Internal Candidate for E-Recruiting

Personal Information
Update your Address and verify your Personal Data

Quick Links
M-DCPS Policies & Other Information

Life and Work Events
Request a Leave of Absence or initiate a Resignation Request

Payroll
Manage and display employee's W-4 (Employee Withholding Allowance) tax status information

---

Help | Log off

| Home | | Employee Self Service | | | | |

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Employment Opportunities | History

Jobs
Career Opportunities ← **7 - Click on "Career Opportunities"**

Created by HR Information Services - DAG (4/11)

Help | Log off

| Home | | Employee Self Service | | | | | |

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

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 ← 8 - Click on "Search and Apply for Jobs"
Manage your Applications
Request Questionnaire

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

Personal Settings

Select your printer and date format to tailor your pages to suit your personal preference.

Personal Settings

Overview | **Employment Opportunities** | Life and Work Events | Personal Information | Payroll

Internal Candidate | History ◢ 🔲

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.

Start Search   Reset

Keyword Search

| Search by Keyword(s)

| Search Method   One word (OR)   ▼

Search Criteria for Employment Opportunities

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

| Job Level
- Instructional Teaching ▲
- Non-Instructional Support
- Professional / Technical
- Security/Safety ▼

| Job Classification
- Purchasing / Processing / Materials Management and Logistics ▲
- Retail
- School Support
- Secondary - JROTC ▼

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

Start Search   Reset

11 - Click on "Start Search"

Overview | **Employment Opportunities** | Life and Work Events | Personal Information | Payroll

Internal Candidate | History ◢

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

⏮ ⏪ Page [15] of 16 ⏩ ⏭

[Add to Favorites / Delete from Favorites]   [Apply / Now]

[Return to Search]

13 - Click on "Apply/Now"

Overview | **Employment Opportunities** | Life and Work Events | Personal Information | Payroll

Internal Candidate | History ▾ ▤

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

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

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 |

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:

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)

1. Bring or mail your documents to:
Miami-Dade County Public Schools
Personnel Records: Transcript Desk
1500 Biscayne Blvd., Suite 141L
Miami, FL 33132

2. Where applicable, you may use 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.

Overview | Employment Opportunities | Payroll

Internal Candidate | History

Employment Opportunities > Search and Apply

You are applying for the following vacancy

Job Posting PARA I-THERAPEU(P), James H. Bright Elementary, NC50402984

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

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

◄ Data Overview | EEO ►

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

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

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

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

| Save | | Reset |

ⓘ Data saved successfully

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payrd

Internal Candidate | History

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

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

| 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

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

[Save]   [Reset]

ℹ Data saved successfully

Overview | **Employment Opportunities** | Life and Work Events | Personal Information | Payroll

Internal Candidate | History ▪ 🗏

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   ⏮ ⏪ ⏩ ⏭ 🗖

◀ EEO

You can now su

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

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

Submit

ℹ️ Your application was sent successfully.