

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 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 training program offered by Miami-Dade College. This training is required for applicants who have not previously received training in school safety and security procedures, educational liability laws, professional responsibilities, ethics, classroom management and instructional strategies.

The instructional application may be obtained from the Instructional Staffing office or access the application on 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**
 - **Application for Employment (FM 3164) – SIGNED AND DATED.**
 - **Restricted Personal Data** – completed thoroughly, signed, and dated. If the answer is YES to any of the questions, an original/certified copy of the arrest form disposition(s) for each charge including sealed and expunged records must be attached. Please be advised that fingerprints will be used for a thorough background check from the FBI and FDLE.
 - **Two (2) Reference Evaluation Forms** – completed by persons best able to attest to the applicant's prior job performance within a year of submission.
 - **Acceptable references may include:** Deans, professors, intern supervisors, directing/supervising teachers, principals, assistant principals, subject area coordinators, supervisors, and/or immediate past employers.
 - **Unacceptable references:** References from friends, relatives, and neighbors are NOT accepted unless they fall under the categories listed above.
 - **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).
 - **Telephone References** – in addition to the two (2) reference evaluation forms, the applicant must furnish the name(s) and phone number(s) of their current or most recent employer(s) or supervisor(s). Telephone references will be verified.
- 2) Applicants must visit the Instructional Staffing office 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.)
- 3) Applicants will also complete an essay relevant to substitute teaching during this visit. Applicants must successfully demonstrate the ability to write in standard English. The comprehensive written sample will be evaluated on the following criteria: syntax, punctuation, capitalization, spelling, and legible handwriting.
- 4) Applicants accepted to continue the substitute processing will receive notification of acceptance via e-mail, within a two-week period along with contact information to register for the required Temporary Instructor Training Workshop.
- 5) Once applicants have completed the required training, they must return to the Instructional Staffing Office with the following items to continue processing:
 - Original social security card
 - Photo ID/driver's license
 - \$10 cash for fingerprinting local processing fee
 - \$61 money order payable to "Fingerprinting Services, LLC" or prepay by credit card prior to visiting the M-DCPS fingerprint office by calling toll-free at 1-877-357-7456
 - \$56 money order for Temporary Instructor (substitute) certificate
 - Certificate of successful completion of temporary instructor training

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