



Select Language ▾

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In This Section

Section Home
Benefits
Employee Relations/Collective Bargaining Agreements
Employment
Employment Verification
Frequently Asked Questions
Relicensure
Reserve Teachers ▸
School Leadership ▸
Student Teachers
Grow Your Own-Minneapolis Residency Program ▸
Special Education Residency Program

Becoming a Reserve Teacher

[Human Resources](#) > [Reserve Teachers](#) > [Becoming a Reserve Teacher](#)

Becoming a Reserve Teacher

Thank you for your interest in joining our team of reserve teachers at Minneapolis Public Schools. The following information outlines the reserve teacher application and selection process.

Eligibility:

Candidates interested in becoming a reserve teacher for Minneapolis Public Schools must meet one of the following requirements:

- **Currently hold a valid Minnesota standard teaching license**
- **Currently hold a valid Minnesota limited short call license**

The candidate must hold at least a BA degree and be available to work at least 1 day per month.

Candidates who do not currently hold a Minnesota limited short call license or standard teaching license, but have at least a BA degree, will be considered for the position and are strongly encouraged to complete the SubSkills Training Course (more info).

Application Process:

You will need to complete the Minneapolis Public School online employment application which can be found on the MPS web site (<http://www.mpls.k12.mn.us>).

- On the [MPS web site home page](#), click on the Careers tab
- Click on "If you are new to MPS, view jobs on our External site"
- Create your Candidate Account. This can be accomplished by clicking on the "Check Application Status" link in the top row.
- In the drop down box, choose Future MPS Staff
- Click on Create an Account
- Complete "Create an Account" online form
- Choose the "My Profile" link
- Create your Profile
- Attach Resume and Cover letter
- Ensure all fields with a red* are completed
- Save Profile
- Click on Job Search
- Enter Reserve Teacher in the Keyword Search box
- Click on 2016-2017 Candidate Pool – Teacher, Reserve
- Click on the box called "Apply Now"

Incomplete applications will not be processed.

If you do not have a standard teaching license or a current short call license, you are strongly encouraged to complete and pass the SubSkills Training Course. Information and access to the course is available on the MPS web site:

- Go to www.mpls.k12.mn.us
- Select Careers
- Select SubSkills Training Course (left side of the screen)

Once you have completed the STEDI SubSkills Training course, you will need to provide a copy of your SubDiploma to Minneapolis Public Schools Human Resources, Attn: Reserve Desk:

Becoming a Reserve Teacher

Fax: 612-668-0525

Email: ReserveDesk@mpls.k12.mn.us

Address: 1250 W Broadway Minneapolis, MN 55411

Your application and resume will be reviewed by the HR Department. Applicants meeting requirements or a specific need of the will be contacted by an HR representative to schedule an orientation. **Minneapolis Public Schools will ONLY contact candidates who have provided complete application materials.**

Applicants selected for the reserve teacher position will be offered conditional employment pending a criminal background check completion of reserve teacher orientation.

Orientation:

All applicants hired as a reserve teachers are required to attend an orientation. Applicants selected for the reserve teacher position scheduled for an orientation by a HR Representative. Orientations will start August 11, 2016 and will be held weekly as needed through March, 2017, at the MPS Davis Center from 8:30 a.m. to 12:30 p.m. The MPS Davis Center is located at:

1250 West Broadway Ave.

Minneapolis, MN 55411

Candidates who do not currently hold a Minnesota limited short call license or standard teaching license, will have to apply for a short call license with the Minnesota Department of Education (<http://education.state.mn.us>) prior to attending the orientation. Once you complete the short call license application, you must print the District Verification Form which is located at the short call license application. Please bring this form with you to the orientation and we will sign off on the short call application. If assistance is needed when applying for the short call license, contact the Minnesota Department of Education directly at 651-582-8691.

When attending the orientation, you must bring with you the following information:

- Official copy of your college/university transcripts in a sealed envelope. MPS does accept electronic transcripts if sent directly from the college/university. Electronic transcripts should be sent to Mal.Meyer@mpls.k12.mn.us. **Please note: If you are applying for your first short call license, the Minnesota Department of Education will also need a set of official transcripts.**
- Two forms of identification such as social security card, driver's license, state issued ID or a current passport (a current passport counts as two forms of identification)
- Voided check (required to set up direct deposit of your pay)
- MDE license District Verification form (needed only if you have applied for or are renewing a 2 year short call license)

Your picture for your District ID badge will be taken at the orientation.

Contact Us:

For questions regarding this process, please send an email to reservedesk@mpls.k12.mn.us.