SUBSTITUTE

TEACH AT THE BEACH

Substitute Teaching at
Nautilus Middle School has its Perks

You may be eligible for a free citywide parking pass if you are a Miami Beach resident and substitute teach at Nautilus Middle School.*

To learn how to apply, follow the link to the Miami-Dade County Public School website to complete your application.**

Contact:

Office of Organization Development Performance Initiatives,
305.673.7020

**City of Miami Beach parking passes are available to Miami Beach residents, only after six substitute teaching days at Nautilus Middle School. Valid for three months.*

***It takes approximately two weeks from clearance and completion of all listed requirements to receive your employee number. Upon receipt of you employee number, you may contact Nautilus Middle School directly*

MIAMIBEACH

Temporary Instructor (Substitute) Procedures
eRecruiting Application

Thank you for your interest in applying for a position with Miami-Dade County Public Schools (M-DCPS). Please follow these procedures to become a Temporary Instructor (Substitute Teacher) in our school district. M-DCPS has launched a new online application system. All applicants that have previously applied using paper applications or the older web application must now register in eRecruiting. If you previously worked for us and are seeking re-employment, you must apply using this new system. If you have questions regarding the application process, please email PERSINQ@dadeschools.net.

Create your candidate profile online at http://jobs.dadeschools.net/Apply.asp
Complete all tabs of the profile, including:

- Personal Information, Contact Information, Work Experience, Education, Qualifications, and Attachments.
- Two (2) acceptable professional references from present or past employers or professors on business letterhead (dated within one year) and uploaded to the attachment section of your candidate profile. In lieu of letters, automated references may be completed through the work experience section of your profile.
- Official transcripts reflecting minimum 60 college credits and overall 2.50 GPA
- Apply and submit your profile to the Temporary Instructor job posting

- To register online, you must have an email address. Click on "register and log in" (first time users must register by creating a username and password
- If you need assistance with resetting your password, please email: employeeservices@dadeschools.net
- Please submit **official transcripts** (stamped, and in a sealed envelope) to:

  Employee Records
  1501 NE 2nd Ave, Suite 115
  Miami, FL 33132

Applicants must pass all sections of the **General Knowledge Exam** (GK) (or equivalent)

- If you passed the CLAST exam on/before June 30, 2002, the GK test is not required (exempt scores will NOT be accepted). To register for the GK exam, please visit **www.fl.nesinc.com**

Non-education majors must complete a two-day Temporary Instructors training offered by Miami Dade College (MDC)

Who does NOT need Substitute training?

- You can register online for the **Temporary Instructor training** (course code EDG2311) at http://www.mdc.edu/iac/education/instructor.asp#temp or call 305.237.6710 for registration information.
- **----Who does not need training?----**
- Experienced Full-time teachers/Retired teachers
- Experienced Temporary Instructor (provide letter from last principal or employment verification indicating a minimum of one year experience
- Currently enrolled in or has completed student teaching internship/final Internship (provide reference from cooperating teacher and college supervisor)

Upon successful completion of aforementioned requirements, you may visit the Instructional Staffing office at:

1501 NE 2nd Ave, Suite 143

Miami, FL 33132

- Please bring the following:
  - Original Social Security card & driver's license or government-issued ID (work authorization if needed)
  - Official passing score report of the FTCE-General Knowledge Test (GK)
  - Two professional references from present or past employers (if they don't already appear on your candidate profile)
  - MDC official transcripts showing successful completion of Substitute Training course (if not exempt for reasons mentioned above)
  - $71.00 money order for fingerprints payable to "SBMD Fingerprinting"
  - $75.00 money order payable to "M-DCPS" for substitute certificate (not required if you hold a valid FL Department of Education teaching certificate)
  - Bank Information for Direct Deposit enrollment (routing and account number required)

You will be eligible to begin work upon completing all listed requirements and receiving an employee number.

- It takes approximately 2 weeks from clearance and completion of all listed requirements to receive your employee number. Upon receipt of your employee number, you may contact the schools of your choice.