

## **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 two-day training program offered by Miami-Dade College. This training is required for applicants who have not previously received training in M-DCPS 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 accessed from 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 - (must be included)**
  - **Application for Instructional Position(FM-3504) – SIGNED and DATED.**
  - **Restricted Personal Data Form (FM-3505) - must be complete, signed and dated.**
  - **W-4 Tax Form**
  - **Two (2) Reference Evaluation Forms (FM-3506) - must be completed by persons best able to attest to the applicant's prior job performance. (these can be mailed separately to our office)**
  - **Telephone References (FM-3891) - in addition to the two (2) reference evaluation forms, the applicant must furnish the names and the phone number (s) of their present employer(s) or immediate past employer(s) or supervisor(s)**
  - **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).
- 2) Applicants must visit the Instructional Staffing office to 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.
- 3) 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.
- 4) Once applicants have completed the required training, they must return to the Instructional Staffing Office between the hours of 2 PM and 4 PM with the following items to continue processing and 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.)
  - Original social security card (with employment authorization documents if required)
  - Photo ID/driver's license
  - Official Transcripts from Miami-Dade College or Certificate of Completion showing successful completion of temporary instructor training
  - \$71 money order payable to "School Board Miami-Dade Fingerprinting"
  - \$20 money order payable to "M-DCPS" for the Temporary Instructor (Substitute) Certificate

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](mailto:Persing@dadeschools.net).

## GUIDELINES FOR SUBSTITUTE TEACHERS

Revised 08/20/2009

Welcome to the Alternative Outreach Programs. This information has been developed to make you aware of school policy and to assist you in the performance of your duties. You are asked to read this carefully and sign page 2 before you begin your classes.

1. **DUTY HOURS:** Substitute teachers are expected to follow the assigned center schedule and stay the full work day in the program.
2. **SUPERVISION OF STUDENTS:** Teachers shall not leave assigned classes unsupervised. If an emergency occurs, the site director or his/her designee must be notified to provide temporary supervision.
3. **ACCIDENT REPORTS:** When a student is injured in any way, the supervising teacher must be certain that an accident report is filled out and filed in the office. It is imperative that complete and accurate information be included. Notify the office immediately if an injury occurs.
4. **TEACHERS' LOUNGE:** Eating and drinking of beverages is restricted to designated areas. Smoking is NOT PERMITTED anywhere on the school grounds.
5. **CORPORAL PUNISHMENT:** School Board Rules prohibit the use of corporal punishment. Staff members may not use rulers, paddles, or other instruments either for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.
6. **DISCIPLINE:** It is the professional responsibility of the teacher to handle routine disciplinary problems. Substitute teachers are advised to avoid physical contact with students. School Board rules require completion of an approved training course in order to use SPM (Safe Physical Management) techniques. If an emergency arises, assistance should be solicited from the crisis manager or school administration.
7. **LESSON PLANS:** Detailed lesson plans will be provided for you. If they are not available in the classroom, please see the department chairperson for assistance.

- 8. HOMEROOM ATTENDANCE:** It is your responsibility to accurately record attendance. A substitute roster for homeroom attendance should be obtained from Ms. Delores Burse, Attendance Manager by phone at 305-636-6154 or by email. Recorded Attendance should be faxed to Ms. Burse at 305-636-6194.
- 9. FOOD AND DRINKS:** Under no circumstances are students to have food and/or drinks in their possession while in the classroom unless it has been authorized by the administration.
- 10. RELEASING STUDENTS FROM CLASS:** Under no circumstances should students be released from class without permission from staff.
- 11. ASSEMBLIES:** When escorting your students to an assembly, teachers are to remain with their students. Under no circumstances are teachers to escort their students and leave unless authorized to do so by the administration. If it is necessary to return to the classroom before the end of the period, students will leave as a group, with the teacher, to return to the classroom.

It is your responsibility to review the **FACULTY HANDBOOK**. It is available at the department chairperson's office.

Understanding and following EAOP procedures are a necessary condition to make our relation a pleasant experience.

I hereby certify that I have read and fully understand the specific policies stated above. I also understand that any violation of these policies on my part is cause for disciplinary action.

I have received a copy of this information.

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Signature of Substitute Teacher

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Date

**Please note that Florida Statutes require completion of an initial orientation and training program in district policies and procedures, addressing school safety and security procedures, educational liability laws, professional responsibilities, and ethics. Candidates who have no prior teaching experience, as determined by the employing school district, must complete an additional training program that includes classroom management skills and instructional strategies.**

Who does **NOT** need training?

- Experienced Full-time Teachers/Retired teachers – (minimum of 1 year) –  
You must provide a reference from your last principal indicating a satisfactory performance.
- Experienced Temporary Instructors (Substitute Teachers) – (minimum of 1 year) –  
You must provide a reference from your last principal or an employment verification form indicating at least one year of substitute teaching experience if outside of Miami-Dade County.
- Completed Education Degree – (Bachelor's Degree or Higher) –  
You must provide official transcripts that indicate degree completion in an Education Program of Study.
- Completed Student Teaching/Final Internship –  
You must provide a reference from your cooperating teacher and the college supervisor.
- Completed Substitute Teacher Training –  
You must provide a Certificate of Completion or Official Transcript from a Substitute Teacher Training Program.

If the specified documentation cannot be provided, you will be ineligible for hire as a Temporary Instructor until the requirements are completed.

Please contact us at [Persing@dadeschools.net](mailto:Persing@dadeschools.net) if you have additional questions or concerns.

**EDUCATIONAL ALTERNATIVE OUTREACH PROGRAM  
ANTICIPATED SUBSTITUTE REQUEST**

\_\_\_\_\_  
Today's Date

Teacher's Name: \_\_\_\_\_ Employee Number \_\_\_\_\_

Outreach Center: \_\_\_\_\_ Center Number: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Type of Leave: \_\_\_\_\_

Substitute required: Yes \_\_\_\_\_ No \_\_\_\_\_

Notes/Comments:

Please send/fax this form to Ms. Magalys Garcia.  
305 636-6198 (fax)

Also include your leave card along with this form.