

## **INSTRUCTIONAL APPLICATION PROCEDURES & TIPS**

### **GETTING STARTED / GENERAL INFORMATION**

#### **Email Requirement**

- A valid email account is required of all users of the TeacherMatch system. If you do not have an email account, you may create a free account at [www.gmail.com](http://www.gmail.com) or [www.yahoo.com/mail](http://www.yahoo.com/mail).

#### **Internet Browser Requirement**

- For an optimal experience with the TeacherMatch Platform, please use the most recent version of **Chrome, Firefox or Safari**. Some images and items may not display properly using Internet Explorer.

#### **Transcript Submission (Hard Copy or Electronic)**

- All instructional applicants must submit official college/university transcripts for all colleges/universities attended.
- Hard copies of transcripts must arrive in a sealed envelope from the college/university or emailed directly from the college / university. The mailing address to send the transcripts is:

The School District of Osceola County  
Human Resources – Employment Services  
801 Bill Beck Blvd.  
Kissimmee, FL 34744-4434

- Electronic transcripts may be emailed directly from the college/university to:

[employmenttranscripts@osceola.k12.fl.us](mailto:employmenttranscripts@osceola.k12.fl.us)

Please be aware that if an electronic transcript is sent to the district, then a second transcript must be requested for the Florida Department of Education–Bureau of Educator Certification.

#### **Application Validity Period**

- Your instructional employment application is active for one year from the date it was submitted. You will need to update and re-submit the application annually in order for it to remain active.
- *Please note that the School District of Osceola County does not consider a job candidate to be an official job applicant until he or she has successfully completed all steps in these application procedures. Submission of a resume to a work site shall not be considered to have met this criterion.*

### Technical Support

- If you encounter any issues in accessing Teacher Match, uploading documents to your Profile or any other technical issues, please contact Teacher Match at:

[applicants@teachermatch.org](mailto:applicants@teachermatch.org)

or

855-980.0545

## **APPLYING FOR SPECIFIC INSTRUCTIONAL VACANCIES**

### **Review Current Available Teaching Jobs**

- When you click on an opening, you will be taken to Teacher Match where you need to do the following three things to be considered:
  1. Submit your **Portfolio**, which is similar to an application
  2. Answer all **Qualifying Questions**, which pertain to your background
  3. Complete the **Educator's Professional Inventory (EPI)**, which helps us develop a Professional Development plan for our teachers

### **Portfolio Tips**

- Prior to starting, gather the items/information below that you will need to complete your candidate Portfolio:
  - Colleges/universities attended, degrees earned, major subjects and dates attended
  - Teaching certificates, licenses, with type, subject/endorsement area and date of issuance and expiration
  - Work history (Teaching, Non-teaching and Student Teaching), including school/company name, name of supervisor, phone number, email and dates of employment
  - Three professional references, including name, job title, school/company, phone number and email address (NOTE – These references will be contacted automatically when you submit your Profile)
  - Social Security number
- Upload as many documents as possible to your Profile, especially **Transcripts** and **Teaching Certificates**:
  - Doing this allows us to verify that you qualify for a position
  - Uploaded Transcripts are considered unofficial, but they can be used to establish eligibility for a job

### Qualifying Questions Tips

- Please be aware that failure to respond truthfully to any of the Qualification Questions will disqualify you from employment.
- If you have disclosed any criminal history situations, you are required to submit the following documents:
  - Written explanation of the criminal disclosure
  - Court certified police arrest report
  - Court certified disposition of the case
- If you have disclosed any prior employment history situations (Non-renewals, investigations, suspensions, revocations of licenses, etc.), you are required to submit the following documents:
  - Written explanation of the incident
  - Evaluation from the year you were non-renewed
  - Settlement agreement
  - Final order
- Any items pertaining to criminal history or employment history situations should be mailed directly to:

The School District of Osceola County – Human Resources  
Attention – Manny Rodriguez, Employee Relations Manager  
801 Bill Beck Blvd.  
Kissimmee, FL 34744

### Educator's Professional Inventory (EPI) Tips

- The EPI must be completed in one sitting and can take up to 90 minutes.
- Make sure that you have a secure Internet connection prior to starting.
- Make sure that you can devote your full attention to the EPI and will not be distracted by anything
- The EPI is required for all The School District of Osceola County teaching candidates.
- If you Time Out or cannot complete the EPI for any reason, you must contact Teacher Match to request your account be reset. They can be reached at:

[applicants@teachermatch.org](mailto:applicants@teachermatch.org)

or

855-980.0545

## **AFTER APPLYING**

### **Following-Up with Schools**

- Schools will be notified automatically when you apply for their position via Teacher Match.
- We still encourage you to reach out to schools directly after applying to introduce yourself and follow-up.
- Contact information for schools can be found at the District website:

[www.osceolaschools.net](http://www.osceolaschools.net)

### **Interviewing and Hiring Decisions**

- Our schools make all of their own interviewing and hiring decisions.
- Formal job offers are made via email by schools using Teacher Match.
- A candidate must click "I Accept" in the body of the Offer Email in order to officially accept an Instructional position.
- If a job offer is made, you will need to provide a negative TB (Tuberculosis) test result prior to starting work.
- The TB test needs to be signed and dated within the last 12 months in order to be accepted.

## **ADDITIONAL INFORMATION**

### **Retirees**

- Instructional Staff who are receiving retirement benefits under a public or private retirement system who are hired (or rehired following retirement or DROP completion) will be granted up to a maximum of five (5) years' experience on the salary schedule for years of experience that are not included in the years of experience for which they are receiving retirement benefits. *Source: 2012-2013 Employment Administration Handbook; PSS Salary Related Guidelines; IV. Experience - Retired Professional Support Staff)*
- Florida Retirement System Investment Plan members are considered "retired" once you've taken any self-initiated distribution (cash-out or rollover) from your investment plan account regardless of your age.
- If you have any questions regarding this policy, please contact Human Resources at 407-870-4800.

### **Identification & Notification of Equity Coordinators**

- As required by Rule 6A-18.910(1)(g), FAC: Title IX 106.81(1); Section 504:104.8(a); ADA:35.1007(a); and Age: 110.25(b) the following individuals are Equity Coordinators:

#### Equity Coordinator

Manny Rodriguez  
Employee Relations Manager  
Human Resources Office  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4800

#### ADA and Age Discrimination Coordinator

Tammy Cope-Otterson  
Chief Human Resources Officer  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4093

### **Collection of Social Security Numbers**

- Please read this special notice regarding the collection of Social Security Numbers:

<http://osceola.ss8.sharpschool.com/cms/One.aspx?portalId=567190&pageId=649976>

### **VETERANS' PREFERENCE INFORMATION**

For the purposes of appointment, retention, reinstatement, reemployment and promotion, Veterans' Preference ensures that veterans and eligible persons are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or other eligible person will be the candidate selected to fill the position. Section 295.07, Florida Statutes (F.S.) specifies who is eligible for Veterans' Preference. State of Florida residency is not required for Veterans' Preference. Completion of the Veterans' Preference section below is voluntary and will be kept confidential in accordance with the Americans with Disabilities Act. Listed below are the seven Veterans' Preference categories.

a. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense. [section 295.07(1)(a), F.S.]

b. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [section 295.07(1)(b), F.S.]

c. A wartime veteran as defined in section 1.01(14), F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [section 295.07(1)(c), F.S.]

d. The un-remarried widow or widower of a veteran who died of a service-connected disability. [section 295.07(1)(d), F.S.]

e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [section 295.07(1)(e), F.S.]

f. A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [section 295.07(1)(f), F.S.]

g. A current member of any reserve component of the United States Armed Forces or the Florida National Guard. [section 295.07(1)(g), F.S.]

All applicants claiming Veterans' Preference must submit a DD Form 214 (member copy #4) or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. In addition, all applicants claiming Categories a, b, d, or e above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7 Florida Administrative Code. Please fax your supporting documentation to the People First Service Center at (888) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying on each page submitted. All required documents must be submitted no later than the closing date of the job announcement.

Under Florida law, preference in appointment shall be given first to those persons in Categories a or b and then to those in Categories c, d, e, f or g. If a qualified applicant claiming Veterans' Preference believes he/ she was not afforded employment preference, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P. O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.