

THE SCHOOL DISTRICT OF OSCEOLA COUNTY

Human Resources Department
801 Bill Beck Boulevard
Kissimmee, Florida 34744-4492
Phone: 407-870-4800 Fax: 407-870-4961
www.osceolaschools.net

DIRECTIONS TO ONLINE APPLICATION

- 1) Go to our website: <https://jobs.osceolaschools.net> for our current job vacancies and online application.
- 2) Scroll down and click on which role you are interested in applying for:
 - a. Teach with us
 - i. Instructional positions (teachers, guidance counselors, instructional coaches, etc.)
 - b. Thrive with us
 - i. Professional Support Staff and Substitute Teachers (paraprofessionals, custodians, food service, clerical, etc.)
 - c. Inspire with us
 - i. Administrators (Principals, Assistant Principals, etc.)
- 3) Select position to view job description and click “*Apply Online*”
- 4) If you are a returning user, sign-in with your email and password. If you are a new user, select “*Don’t have an account yet?*” and follow prompts to create an account.

Required Tests:

Clerical positions: For Office Assistant positions, you will need a passing score of 20 wpm. For any other clerical position, (e.g. Secretary, Bookkeeping, Clerk Typist), you will need a passing score of 35 wpm.

For more information and to schedule the Clerical test, click [here](#).

Paraprofessional positions: In order to qualify for a paraprofessional position, you will need to have at least **one** of the items below:

- 1) An Associate’s degree,
- 2) 60 semester hours of college or university,
- 3) a passing score on the Paraprofessional Test.

For more information and to schedule the ParaPro test, click [here](#).

APPLICATION CHECKLIST

Thank you for your interest in employment with The School District of Osceola County. We are here to help you during the pre-employment process. Please call us if we may assist you in any way. All information required by Osceola District Schools must be in the Human Resources Department prior to being signed up as an employee.

- 1) A complete online application and a complete work history are required (minimum of ten (10) years). Any periods of unemployment or leaves of absence are to be noted.
- 2) Three (3) written references from your most recent supervisors or co-workers on the forms provided by Osceola County Schools Human Resources Office found here: [Reference Form](#)
- 3)
(please make sure the form is completely filled out and signed)
or a company letterhead, or any School District Reference Form signed and dated within the last year. These references need to be submitted to the Human Resources Office by the applicant or individual providing the reference or applicant may upload completed references to their application.
- 4) Official transcript(s) from all universities/colleges attended listing awarded degrees. The transcript(s) **must be** submitted in a **sealed envelope** from the college, university or applicant. If you are applying for a Professional Support Staff position, we need to see the original high school diploma or G.E.D. so that Human Resources may make a copy. High School transcripts **must also** be in a **sealed envelope**. The No Child Left Behind Act (NCLB) Public Law 107-110 requires paraprofessional applicant to have an AA, AS or 60 semester hours of college credits or passing score of 464 on Paraprofessional Test. Those applicants with foreign educational documents (outside the United States) may need to have their educational transcripts evaluated. Check with Human Resources for further information about evaluation services. Osceola District Schools **does not** evaluate foreign educational documents.

Transcripts:

They can be mailed directly by the school to
801 Bill Beck Boulevard
Kissimmee, Florida 34744

Or emailed to: employmenttranscripts@osceolaschools.net

Note: Upon being offered employment, you will be required to submit employment eligibility documentation such as an original social security card and a copy of a valid driver's license or current picture ID. Other types of picture ID accepted are: current passport, US Military ID or dependent card, or school ID with photo.