



Non-Posting Periods 1 and 2

- Applicants who can apply during this period: Regular FWCS Contract Teachers, Substitutes. All applicants must complete an online application and apply for positions online.
- Review the [Schedule](#) which lists the valid dates for these hiring periods.
- Review [Job Positions](#) as listed or at Information Desk in Grile Center Administration Building at 1200 South Clinton Street.
- Meet job requirements and criteria for listed teaching vacancy.
- Be available for contact regarding notification of selection for interview. Principals will hold interviews in their own buildings.
- For external candidates invited to participate in an interview, please bring the following

items to the interview:

- Teaching license or letter from college/university stating all requirements for licensing met/license in progress
- Verification of Highly Qualified status.
- Minimum of two written references with contact information for most recent evaluator
- Copies of teaching evaluations
- Additional information as requested by unit head
- Vacancies only need to be listed for three (3) days minimum during Non-Posting Period 1 and two (2) days minimum during Non-Posting Period 2 before positions can be filled.
- Positions are filled as per qualifications of the district.
- Monitor new [Job Positions](#) available and next [Schedule](#); follow steps of Hiring Process.

Application Process

Additional Requirements

Once an external applicant is recommended for a position, the following pre-employment requirements must be met before being officially hired by Fort Wayne Community Schools:

- Valid drug screening
- Valid Safe Hire criminal history report
- Acceptable written references
- Signed Waiver Agreement, Background Investigation Consent Form
- Proof of valid licensing
- School Board approval

Important Notes:

- All teaching positions listed are full-time positions (1.0) unless otherwise noted.
- All teaching positions listed require appropriate teacher licensure.
- All FWCS teachers accepting a voluntary transfer may not seek or accept more than two voluntary transfers for the same school year.