# Temporary Instructor (Substitute) Procedures - PowerSchool Application

**For questions regarding the application process, please email PERSINQ@dadeschools.net.**
**For technical questions, please contact the help desk at 855-980-0511 or support@powerschool.com.**

| | |
|---|---|
| **Complete Requirements** | <ul><li>**Applicants must be 19 or older and have earned a minimum of 30 college credits.**</li><li>**Non-Education majors must complete a two-day Temporary Instructor Training offered by Miami Dade County Public Schools or through Miami Dade College.** To register for the Temporary Instructor Academy through Miami-Dade County Public Schools- Office of Professional Development & Evaluation and complete the two-day training for a low cost of $120.00, visit: https://www.hrdadeschools.net/apps/pages/index.jsp?uREC_ID=412097&type=d&termREC_ID=&pREC_ID=924709 or email Ms. Michelle Shipman at mshipman@dadeschools.net</li><li>**Who does not need the Temporary Instructor Training?**<ul><li>Experienced full-time teachers/retired teachers (provide a reference from your last principal indicating satisfactory performance) (upload to profile)</li><li>Experienced temporary instructor (provide letter from last principal or employment verification indicating a minimum of one year of substitute teaching experience on business letterhead, with original signature, and date) (upload to profile)</li><li>Currently enrolled in or completed student teaching internship (provide reference from cooperating teacher and college professor). Verification of enrollment in internship must appear on official transcripts</li><li>Completed education degree</li></ul></li></ul> |
| **Prepare for Application** | **For an optimized experience, Google Chrome, Mozilla Firefox, or Safari is required. All users must have an email address in order to register.**<ul><li>Before you begin the application, gather the documents you will need to complete your candidate profile. The candidate profile consists of:<ul><li>Personal information, current resume, and work history</li><li>Submission of two professional references from past/present supervisors/professors (must be on letterhead, signed, and dated within the last year OR submitted on the district's reference form. References must be uploaded to your candidate profile.</li><li>Certification Information (if applicable)</li><li>Proof of completion of Temporary Instructor Training (if applicable)</li></ul></li><li>All applicants must submit official, sealed transcripts reflecting a minimum of 30 college credits to: **Miami-Dade County Public Schools, Transcript Desk, 1450 NE 2 Avenue, Suite 160, Miami, FL 33132.** Transcripts may also be sent electronically using http://www.studentclearinghouse.org (request that electronic transcripts be e-mailed to PersRecords@dadeschools.net).</li></ul> |
| **Complete Application** | <ul><li>Please visit hrdadeschools.net/teachers/ which lists the subject area job pools.</li><li>Select a Temporary Instructor/Substitute job pool- **Non degreed** (at least 30 college credits) or **Degreed** (Bachelor's Degree or Higher)</li><li>If desired, upload a cover letter and then proceed to create a log-in and password for the PowerSchool system.</li><li>Complete the Candidate Profile. **In order to be considered for employment, all sections of the candidate profile must be completed.**</li><li>Complete the Job Specific Inventory (two short answer essay questions).</li><li>Upload a copy of your Temporary Instructor Academy Certificate of Completion to your profile in PowerSchool under additional documents.</li></ul> |
| **Pre-Employment Requirements** | **Upon successful completion of above steps, please email the Instructional Staffing Office at PERSINQ@dadeschools.net. The staffing office will verify completion of the requirements and email you a conditional offer letter. Upon receipt of this email, you must visit the Instructional Staffing office (1450 NE 2nd Avenue, Suite 150, Miami, FL 33132). As stated in your conditional offer letter, please bring the following items:**<ul><li>Original social security card & driver's license/government-issued ID (work authorization if needed)</li><li>$71.00 money order for fingerprints payable to "SBMD Fingerprinting" or you may use a credit card</li><li>Bank information for Direct Deposit enrollment (voided check or direct deposit authorization form from your bank)</li></ul> |

**It takes approximately one week from clearance and completion of all requirements to receive your employee number via email.**
**Upon receipt of your employee number, you may contact the substitute locator at the schools of your choice.**
**To remain active as a substitute teacher, you must work at least one day during the school year (not calendar year).**