



**FARGO PUBLIC SCHOOLS
HUMAN RESOURCES
415 NORTH 4TH STREET, FARGO ND 58102
(701) 446-1039**

New FPS Instructional Staff Information

We would like to take this opportunity to welcome you to Fargo Public Schools. Our first priority is to provide the children of our district with the best educational leaders possible. We are anxious to get to know you and assist you in your career with the Fargo Public Schools.

As a new employee for the Fargo Public Schools, you need to have your employment file complete before you begin teaching in the classroom. If you do not have the necessary information on file, please begin the process now. Please note the following information:

- ✚ North Dakota Educator's License. (If you have not started the process, contact the North Dakota Standards & Practices Department at 701-328-2264.) The website is www.state.nd.us/espb. Without a current North Dakota teaching license, you will not be able to enter the classroom as a teacher.



- ✚ You will need to submit **OFFICIAL TRANSCRIPTS** from each college or university you have attended. The official transcripts must be sent directly to Fargo Public Schools / Human Resources / 415 N 4th Street, Fargo, ND 58102 / Attention: Jackie Prowse. Contact the registrar's office at the college and/or university to ensure that this has been done.

- ✚ If your address changes during the summer months, notify Human Resources by phone (446-1039) or e-mail: feistl@fargo.k12.nd.us. Scan the QR codes for easy access to contact and website information.



Fargo Public Schools provides a New Hire Induction Program for all educators new to the District. The FPS Induction Program will provide learning sessions which include:

- A one day orientation session with Human Resources to complete paperwork for employment and learn about technology resources in the district.
- A one day orientation session with the Teaching and Learning department for an introduction to our curricular programming and district initiatives.

Orientation is required professional training and you will be given a stipend for attending. Note: One additional day has been scheduled for elementary teachers only to go through curriculum.

- **Registration on Teach2Learn is required for each of these orientation sessions:**
 - Human Resources Orientation – Choose one date: July 19th or August 9th
 - Teaching and Learning Orientation – August 10th
 - Elementary Curriculum Training – August 11th (Elementary classroom teachers only)
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- ★ **Register and access additional information** on our New Hire site at www.fargo.k12.nd.us/newhire

Additional dates for your calendar:

August 21-23 Professional Days – All Instructional Staff
August 24th Thursday – Classes Begin

Please stop by Human Resources to:

- Submit a copy of your Social Security Card (required by Fargo Schools) and a valid driver's license and/or picture ID, passport, or birth certificate.
- Complete and submit a Form W-4 & Form I-9.
- Complete a Background Check
- Complete a Direct Deposit Form (bring a voided check)
- Submit a copy of your current North Dakota teaching license
- Obtain a Fargo Public Schools' Picture Identification Card (**This must be done before we can issue you access to the FPS e-mail system and Employee Portal**)

If you have any questions, please contact us at 701-446-1039. Again, welcome to the Fargo Public Schools!

Brittnee Nikle
Director, Human Resources