



## [The School District of Palm Beach County](#)

### Approved Forms & Hiring Process / Employment Information

The following documentation will be required to gain employment with The School District of Palm Beach County. After completing an online application, send all documents with your applicant identification number to your recruitment contact at the following address.

Palm Beach County School District  
Dept. of Recruitment & Retention  
(Name of Recruitment Contact)  
3300 Forest Hill Blvd., Suite A-132  
West Palm Beach, FL 33406

#### [Job Application](#)

Candidates will officially be considered once they have completed the online application. A paper application does not exist. Be sure to add all requested information, as only complete applications will be considered. The following link will direct you to our employment opportunities page with Recruitment & Retention, where you may begin to view and apply for a position.

<http://www.palmbeachschools.org/jobs>

#### [Applicant Security Check Form](#)

Candidates must undergo a background check prior to beginning work. Fingerprinting from out-of-state agencies does not transfer to clearance in Palm Beach County. Upon receiving a job offer, you will be sent to the Department of School Police for fingerprinting. Complete all sections and submit an original Applicant Security Check form to the Department of Recruitment & Retention. Faxed copies are not accepted. A link to this form can be found below.

<http://www.palmbeachschools.org/Forms/Documents/1665.pdf>

#### [Employment Reference Form](#)

Candidates must submit a minimum of three (3) references to cover all places of employment/internships within the last five years. These references must be on the district approved form. If you have recently completed student teaching, submit a reference from each of the following: supervising teacher(s), principal or assistant principal, and the university supervisor. Recent graduates who held a job during college and within the last five years must also submit reference(s) from the employment supervisor(s). Experienced teachers must submit a minimum of three (3) references to include principals/supervisors covering the last five years of employment. You may already have letters of reference; however, the District requires use of our standardized form 0606 in order to complete your employment file.

<http://www.palmbeachschools.org/Forms/Documents/0606.pdf>

#### [Teaching Evaluations](#)

Experienced teachers must submit a copy of his or her most recent teaching evaluation. Recent education graduates are to submit a copy of their final student teaching evaluation.

#### [College Transcripts](#)

Submit official degree-conferred transcripts from all colleges/universities that you have attended. You should order two (2) sets of transcripts. One transcript will be sent to the Florida Department of Education as you apply for a Florida teaching certificate, and the other will be placed in your employment file.

## **Florida Certification**

Even if you're in the process of getting or already have an out-of-state teaching certificate, you must apply for a Florida teaching certificate from the Florida Department of Education. Because of potential reciprocity, we encourage you to obtain your out-of-state teaching certificate. Click the following link to get started. <http://www.fldoe.org/edcert/apply.asp>

## **Highly Qualified Status (No Child Left Behind)**

The School District of Palm Beach County recognizes the correlation of highly qualified teachers (HQT) to student achievement. To comply with the No Child Left Behind (NCLB) law, SDPBC shall continue to hire teachers who have met the NCLB/Highly Qualified Teacher standards in the following core content areas:

Elementary Education; English/Language Arts; Reading; Mathematics; Science; Foreign Language; Music; Art; Drama; Social Science (Political Science, History, Civics & Government, Economics and Geography)  
*(Teachers in non-core content areas such as: e.g., ESL / ESOL and ESE / Special Ed. will likely need to be highly qualified in a core content area based on academic assignment.)*

When submitting your documents, please remember to include Highly Qualified Status verification from your previous school district or state certification office. For more information about highly qualified teacher requirements, visit this web link:

<http://www.palmbeachschools.org/certification/HighlyQualified/index.asp>

## **Teaching Experience Verification**

Do you have teaching experience? To be paid appropriately for your experience, you must send a form to each previous employer which must be returned to the Palm Beach County School District within 90 days of your start date. The following link will direct you to the required form.

<http://www.palmbeachschools.org/Forms/Documents/2044.pdf>

## **Teacher Salary & Advanced Degree Pay**

For questions regarding your salary, please visit the Compensation webpage. For experienced teachers, each year of teaching experience that transfers will add a step on the pay schedule. Recruitment & Retention is unable to quote any amount other than the base teacher salary.

If you have a master's, specialist, or doctoral degree, you may be eligible for advanced degree compensation. The district will need official degree-conferred transcripts for an approved area of study to determine eligibility. Click on the link for more information.

<http://www.palmbeachschools.org/compensation/>

## **List of Schools**

With 187 schools from which to choose, it is important to look into our schools and to determine which school best fits you. The link below will take you to the list of our schools, which includes the name of the principal, location and driving directions, as well the contact information and school website. <http://www.palmbeachschools.org/Community/PDFs/Schools Prin Photos.pdf>

## **Employer Paid Benefits**

Benefit coverage varies based on your selections. To learn more about the benefit packages offered with the Palm Beach County School District, please click the following link.

<http://www.palmbeachschools.org/riskmgmt/>

## **Helpful Links**

[Palm Beach Post](#)

[Palm Beach County Government](#)

[Palm Beach International Airport](#)

[Palm Beach County Community Connection](#)

[Palm Beach County Profile](#)

[West Palm Beach Weather](#)