



# The School District of Palm Beach County

*An "A" Rated School District*



[Click here to check the weather in Palm Beach!](#)

**Department of Recruitment & Retention**



## The School District of Palm Beach County

### Approved Forms & Hiring Process / Employment Information

Thank you for exploring employment opportunities with the School District of Palm Beach County. The following list of documentation will be required prior to being approved for employment. After completing an online application, send all required documents to your recruitment contact at the following address.

Dept. of Recruitment & Retention  
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 complete the application in full. The following link will direct you to our employment opportunities page with Recruitment & Retention, where you may begin to view and apply for positions.

Link to Application: <http://www.palmbeachschools.org/jobs/EmploymentOpportunities>

#### Applicant Security Check Form

Candidates must undergo a background check prior to beginning work. Upon receiving a job offer and job offer letter, 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. Fingerprinting results from agencies other than Palm Beach County School District are not accepted for clearance.

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

#### Employment Reference Form

Candidates must submit a minimum of three (3) references to cover all employment/internships within the last five years. **These references must be on the District's 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 in order to complete your employment file. If you have no experience as a teacher, a minimum of three (3) references must be from supervisors over the past five years. If you were employed with only one supervisor, co-worker references may be used to meet the minimum of three references. Applicants who were/are self-employed are to follow the [Self Employment Verification](#) process to meet the reference requirement.

Link to Reference Form: <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. Order two (2) sets of transcripts from each college/university you have ever attended. The Florida Department of Education requires a set of transcripts at the time of application.

**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:

<b>Core Subjects Include:</b>	Science (all areas)	Elementary Education
English / Language Arts	Foreign Language	Art
Reading	Drama	Social Sciences
Mathematics	Pre-Kindergarten	Music

*(Teachers in non-core content areas such as: ESL / ESOL and ESE / Special Ed. will 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. [Click here](#) to visit the website of Highly Qualified Standards and to retrieve the [Highly Qualified Verification Form](#).

**Florida Certification**

Even if you’re in the process of getting or already have an out-of-state teaching certificate, you must apply for and be issued 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 here](#) to apply for a Florida Teaching Certificate.

**Florida Subject Area Exams**

Are you certified in a subject area with very few employment opportunities? If so, take a Subject Area Exam to become eligible in additional certification areas. If you are eligible for, or hold, a valid teaching certificate, a passing score on most Florida Teacher Certification Exams (FTCE) will equal additional eligibility. Before taking any exam, consult with a recruiter or certification representative. [Click here](#) to register for a computer-based subject area exam.

**List of Schools**

With 187 schools from which to choose, it is important to research all schools in order to determine the best possible fit. [Click here](#) to view the list of our schools, which includes the name of the principal, location and driving directions, as well the contact information and school website.

**Employer Paid Benefits**

Benefit coverage varies based on your selections. To learn more about the benefit packages offered by the School District of Palm Beach County, [click here](#).

## Transition to Teaching Program Available to Career Changers

The School District of Palm Beach County offers two programs to assist teachers who did not graduate with a degree specializing in teaching. With more than 12,000 teachers, Palm Beach County is seeking career changers or recent graduates who want to become fully licensed teachers. Completion of either program will result in issuance of a Florida Professional Teaching Certificate. Click the program name below to learn more about these opportunities.

### Alternative Certification Program

The Alternative Certification Program (ACP) is a free, two-year, online program which meets the required college course work needed to reach Professional Certification for non-education majors. The ACP is in lieu of having to take and pay for college classes listed on the Statement of Status of Eligibility. The tasks are completed while teaching and relate to classroom experiences. The ACP participant is supported by a team consisting of an online mentor, school-site mentor, Assistant Principal, and district ACP contacts.

### I-Teach Program

The I-Teach Program is a free, eighteen-month, online program which meets the required college course work needed to obtain Professional Certification for non-education majors. The purpose of I-Teach is to recruit, support, and retain high quality mid-career changing professionals and recent college graduates with non-education degrees to teach the critical needs subject areas of math, science, English, and social science in Title I middle and high schools.

## Teaching Experience Verification

Do you have teaching experience? For previous experience to be considered, you must follow the procedures found on the Teacher Experience Verification Form.

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

## Teacher Salary & Advanced Degree Pay

To help answer questions regarding your salary, please visit the [Compensation & HR Planning webpage](#). Recruitment & Retention is unable to quote any amount other than the base teacher salary. If you have an advanced degree, you may be eligible for additional compensation. The district will need official degree-conferred transcripts to determine eligibility. All of this information may be found at the [Compensation & HR Planning webpage](#).

## Helpful Links

<a href="#">Find Palm Beach County on a Map</a>	<a href="#">Apartment Listings in Palm Beach County</a>
<a href="#">Discover the Palm Beaches</a>	<a href="#">Events in Palm Beach County</a>
<a href="#">Palm Beach International Airport</a>	<a href="#">Palm Beach County Profile</a>
<a href="#">Palm Beach County Wikipedia</a>	<a href="#">West Palm Beach Attractions</a>

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer. The School District of Palm Beach County prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status and disability in any of its educational activities and services and employment practices.