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Applicants

- Application Process
- Manage Your Applicant Profile (Returning applicant login)
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- Background Screening
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- Fingerprinting Scheduler
- Assistant Principal Screening Process
- Para-pro information
- Reference Form (is there a better place for this?)
- ~~Winocular~~ (remove – link doesn't work)


Employee Self Service – new (add instructions on what to view in ESS)

(on RSS page) – is this needed??

Remove Munis Self Services (should say Job Opportunities)

MUNIS Self Services - Job Opportunities

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying 225 / 225

• All 225

Sort by:

▼ Date
Title

Filter by category:

Job Opportunities 225

GENERAL APPLICATION FORM * NOT A JOB AD**

Today, June 08, 2015, 3:41:09 PM →

HUMAN RESOURCES - THIS IS A NOT A JOB APPLICATION The Apply link below is provided ONLY for: - applicants who need to make corrections to their main application and the job ad is already closed. - applicants who need to upload additional documents to their file, as requested by the school/department. - applicants who want to set up an application in anticipation for jobs that may become available in the near future. *Applicants must still apply to the job ads as they are posted. If using this link, please ensure you go to the last page of application and click on "Review" and the "Submit" buttons in order for the information to be registered in the system. Information will not register until submitted. Please note this link will NOT redirect applicants to the Teacher Insight interview. Applicants must apply to an actual teaching position in order to be redirected

All references to job opportunities, job openings, should use same verbiage.

can we change the sort option to read "Title" instead of "Job Description?"

Employment Opportunities

[All Jobs](#) [By Location](#) [By Group](#) [Search](#)

First Sort

Job Description ▼
☐ Sort Descending

 Second Sort ☐ No

Positions Available

AIR CONDITIONING SPECIALIST
Location: FACILITY AND MAINTENANCE
Group: SRP 26

Employment Opportunities Message

IMPORTANT - Before visiting the Employee Self-Service/Employment Opportunities page, please read the following message:

This Application system is best supported by Internet Explorer, Firefox and Safari browsers. Technical difficulties may be experienced by applicants using the Google Chrome browser and/or mobile devices such as phones or tablets.

Click on the Employment Opportunities button below to proceed.

ESS/EmploymentOpportunities

- 1) Header should match Navigation bar title
- 2) Employee Self Service is misleading – not an employee until hired (remove all ESS language)
- 3) Remove ESS reference
- 4) Both toggle bars should have same title – either Employment Opportunities or Current Openings

Navigation

Human Resources Home
Staff Contacts
Applicants ▼
Application Process
On-Line Application
Background Screening
Fingerprinting Appt. Scheduler
Reference Form
Winocular - Reference Only
Certification ◀
Compensation ◀
Current Employees ◀
Employee Benefits and Risk Management
Employment
Hiring Manager Toolkit
Job Descriptions ◀
Substitute Information
Teacher Evaluation System
Veterans Preference Guide

Current Job Openings

Employment

We appreciate your interest in employment with Pasco County Schools!

At the District School Board of Pasco County, we recognize our employees are our most valuable asset and that their hard work and dedication are the driving force behind our success, and we continually look for additional ways to reward them. Our employees enjoy competitive pay and excellent benefits, along with a positive work environment built on mutual respect and professionalism.

need to
reword

Please read important information on the Application Process page before continuing.

The District School Board of Pasco County is committed to providing reasonable accommodations for applicants with disabilities who are seeking employment. Please email hr@pasco.k12.fl.us to request accommodations.

Information regarding salaries may be found in the Compensation section under [Salary Schedules](#).

Application Process

Welcome to the application page. Please read the information provided below regarding our application process prior to completing the application. You will also need to provide the following items in order to complete your file:

- Electronic copies of your transcript(s)
- Email addresses for your professional references
- Electronic copies of your professional certifications/licenses

Our application process changed on December 15, 2014. Current and previous applicants must complete the online application in the new system in order to apply. Once you have applied in the new system, your application will be stored so you may apply to other positions.

To apply to a position, click the “apply” link on the job advertisement. If you are a new user, click on “create new account” and enter the requested information. You will receive a PIN number to use for this and future applications. If you are a returning user, use the designated PIN number to login and apply for the desired position. Complete all required sections for the position.

References

Three (3) professional references are required. One must be from an immediate supervisor at your present or former place of employment. References may be provided electronically or via hard copy.

- For **recent or prospective college graduates in the teaching field**, the required supervisory reference may be from a supervising teacher or principal of the school where you served as a student teacher.
- For **experienced teachers**, at least one reference must be from your most recent principal or immediate supervisor.
- For **administrative applicants**, references must be from persons who evaluated you as an administrator.

Electronic References - Please provide the email addresses of your professional references on the application. Once you have submitted your application, an email will **go out to each of the references for which you provided an email address.**

Please note: If applying to multiple jobs, the email to your references will only go out once to each person unless you are applying to different categories of positions (e.g., instructional and administrative; non-instructional and instructional positions; etc).

Please advise your references beforehand that they will be receiving a reference form (via e-mail) from the District School Board of Pasco County Human Resources department and to add hr@pasco.k12.fl.us to their e-mail's contact list to avoid our e-mail being received as spam. In addition, personal email addresses are easier to reach than business email addresses and less likely to run afoul of firewalls.

Hard Copy References - If you are unable to provide an e-mail address for your professional references please download the [reference form](#). Once the form is completed, you may submit the form to the Human Resources department at the address or fax number located at the top of the form.

Certification/Assessments

Upload certificates, test scores, state licenses and correspondence you have received from the Florida Department of Education, the Florida Department of Health, or other licensing agency.

Instructional Positions

As of October 1, 2013, ALL applicants for instructional positions must have either:

- 1) A teaching certificate **OR**
- 2) A statement of eligibility issued by the state of Florida

*An exception to the above rule will be made for applicants who ***graduated from college within the last six months***, or anyone who is specifically interested in teaching in a ***critical shortage area*** and is eligible for certification in that area. For a list of the current critical shortage areas, please [click here](#).

Instructional applicants will be required to submit proof of certification by uploading a scanned copy of the documentation to the application. If you do not have either of these documents, please visit fldoe.org/cert to apply for educator certification before submitting your application for employment to the Pasco County School District.

Teacher Insight requirement: Pasco County Schools has contracted with the Gallup Corporation to help with recruiting and hiring. Instructional applicants must complete the **Teacher Insight Interview**, which will require approximately 45 minutes of uninterrupted time and is an important part of the selection process. Each applicant must complete the entire interview in order for the district to receive results. The interview will pop up when the application is submitted for the first time.

Transcripts

Be sure to include all transcripts as credit hours earned above the requirements of the position **MAY** be eligible for additional education supplemental pay. If your transcripts are from outside the United States, you must have them evaluated by a United States accredited agency.

- **If you completed an application in our old system**, you may email hr@pasco.k12.fl.us to request transcripts from your old file be transferred to the new application.
- **If you are a first-time applicant**, upload copies of transcripts from each college listed on the application.

Finalizing your Submission

Once the application has been completed, review your application and click on **Submit** in order to finalize your submission. You will then receive an email confirming receipt of your application.

At this time, an email will also go out to each of the references for which you provided an email address.

We encourage you to watch the website for other positions that may be of interest. To apply for other positions, simply click the “apply” link. It should not be necessary to re-enter information again, but you will be asked to review the application again prior to submitting.

Assistant Principal Screening Process

Applicants must be on the approved candidate list in order to be considered for vacancies. Information regarding the [screening process and pathways](#) to become an approved candidate is located on the Office for Professional Development and School Support webpage.

Screening & Eligibility Overview

Only persons included on an approved candidate list may be considered for assistant principal vacancies. Several pathways to becoming an approved candidate are listed below. Once a candidate becomes an assistant principal, the person shall no longer be listed on the approved candidate list and may be required to complete some or all of the applicable pathway requirements before being listed again as an approved candidate following separation from employment as a school based administrator.

Internal Candidate

Successful completion of the International Leadership Fellow Institute (National Educator Program “NEP”)

The [Office for Professional Development and School Supports](#) determines acceptance into NEP, and applications are accepted on an annual basis.

External Candidate

Currently serve as a principal or assistant principal;

OR

Currently included on an approved candidate list in another school district, provided that the requirements to be included on the list are similar to the qualifications of persons listed on Pasco’s approved candidate list;

OR

Have a sufficient combination of comparable training, education, and/or work experience, as determined by the Office for Human Resources and Educator Quality;* AND a rating of effective or higher on the two most recent performance evaluations.

*HREQ shall determine whether an external candidate’s education, training and/or experience satisfies the requirements for placement on the approved candidate list. Interviews with district leadership may be required, and documentation, including but not limited to work history, references, and any disciplinary records, may be considered prior to an external candidate being placed on the approved candidate list.

Superintendent Discretion

Notwithstanding the external and internal pathways listed above, the Superintendent maintains discretion to add or remove persons at any time from the approved candidate list.

For more information regarding Instructional Leadership Pathways, Leadership Plans, and Administrative Internship Opportunities, visit the Office for Professional Development and School Supports’ [Leadership Development portal](#)

Para-Pro Assessment Info

Instructional Assistant Requirements

Instructional Assistant applicants must have one of the following:

- At least 60 semester hours of college
- An Associate's Degree
- A score of 464 or higher on the Para Pro Assessment (*Para Pro Assessment results must be uploaded to your application*)

For information about the Para Pro Assessment, go to either <http://www.ets.org/parapro> or the [Hillsborough County Public Schools Site](#).

Salary Schedules page

All instructional positions are paid according to the Instructional Salary Schedule.

School Related Personnelto view the associated salary schedule. Look up the salary schedule on the NNB or SRP Salary Schedule listing for specific rates.

View the salary Title listings and salary schedules are listed on the Compensation page