

Steps to Become a Teacher in Polk County, Florida

(Education Majors or Applicants who hold either a Florida or Out-of-State Certificate)

1. Apply on line for employment at www.polk-fl.net. (Please record your assigned **5-digit** application number.)
2. Complete the *Quality Counts Survey* (once prompted) and submit it to qualitycounts@polk-fl.net.
 - a. Once submitted, your application will be reviewed and survey ranked by the *Human Resource Services Certification/NCLB Compliance Department*.
 - b. A Certified (C), Qualified (Q), and Highly Qualified (HQ) OR Certified (C) and Qualified (Q) **Application Ranking** will be determined based on your survey responses. Review definitions of C, Q, and HQ at <http://www.polk-fl.net/staff/employeeinfo/hrs/documents/certificationdefinitions.pdf> .
 - c. You will be notified within 3-5 business days of your **Application Ranking**.
3. Mail the following documentation in support of your employment application to:

School Board of Polk County (SBPC)
Attn. Certification Office
P O Box 391
Bartow, FL 33831

Out-of-State Applicants:

- Mail a copy of your valid Out-of-State (O/S) certificate to the Florida Department of Education (FLDOE) and SBPC. (You must hold an O/S certificate to utilize O/S verification forms.)
 - Mail Verification of a Highly Qualified Out of State HOUSSE Plan to the SBPC; or
 - Mail Verification of a Highly Qualified Subject Area Content Test to the SBPC.
4. Apply on line at <http://www.fldoe.org/edcert/apply.asp> for initial Florida certification with the Florida Department of Education (FLDOE)/Bureau of Educator's Certification, in the subject(s) for which you are seeking employment.
 5. Check the Polk County Schools website at <http://www.polk-fl.net/employment/instructional.htm> to view open vacancies.

*******IMPORTANT-PLEASE READ*******

The District is actively seeking C, Q, and HQ, **Professionally Certified** applicants to fill its Mission-critical positions. These positions require subject area competence in the following; reading, math, science, ESE, and elementary education.

- a. Applicants deemed C, Q, and HQ, and hold a valid Professional Teaching Certificate, may be placed on a **“Cleared to Interview List.”** This list will be shared with hiring administrators.
- b. Applicants who do not hold a *Professional Teaching Certificate* but deemed certified, qualified, and highly qualified, will be placed on a **“Prospect List.”** This list will be shared with hiring administrators after the District has exhausted its *Professionally Certified Applicant Pool*.
- c. The District reserves the right to assign a **“HOLD”** status ranking to applications as deemed necessary and appropriate.
 - *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran's status is prohibited.*
 - *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
 - *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*