



How to apply for a position with Preschool Programs



Preschool Programs, Teacher, PreKindergarten

<p>This is an Instructional (DOE certified) position.</p>	
<p style="text-align: center;">Florida DOE PK-3, Certification Requirements:</p> <ul style="list-style-type: none"> • Current, professional teaching certificate (BA or higher) <ul style="list-style-type: none"> ○ PK – Primary Certification ○ Related fields will be reviewed individually <p style="text-align: center;">(All DOE, Department of Education requirements must be completed prior to hire.)</p>	<p style="text-align: center;">Florida DCF Child Care Credentialing / Training Transcript Course Requirements:</p> <ul style="list-style-type: none"> • DCF Staff Credential Verification: <ul style="list-style-type: none"> ○ Must be eligible to teach Voluntary PreKindergarten (VPK) • DCF Training Transcript: Emergent Literacy for VPK Instructors (5-hour, online course, \$10) • DCF Training Transcript: Florida Standards for Four-Year-Olds (online course, \$10) <p style="text-align: center;">(All DCF, Department of Children and Families requirements must be completed within 90 calendar days of employment.)</p>

Steps to apply for a Teacher, PreKindergarten position:

1. Complete Polk County Schools Online Applicant Registration System (ARS) located at: <http://www.polk-fl.net/employment/onlineapplication.htm>
2. Using the Online Applicant Registration System (ARS), apply for the **Instructional** position in which you are interested. If there is more than one, apply for each position individually. View at: <http://www.polk-fl.net/employment/instructional.asp> (Scroll down the page to view Instructional position vacancies.) You may choose to apply for multiple positions.
3. To apply for your DCF credential, click the link, <http://www.myflfamilies.com/service-programs/child-care/training> next go to “Credentials” click on “Staff Credential” and follow the directions.
4. If you are a current district employee: in addition to steps 1, 2 and 3, complete the PCS **Transfer Request Form** available online <http://www.polk-fl.net/employment/>. Click “Instructional” scroll down to teacher transfer process.