

THE SCHOOL DISTRICT OF OSCEOLA COUNTY

Human Resources Department

801 Bill Beck Boulevard

Kissimmee, Florida 34744-4492

Phone: 407-870-4800 Fax: 407-870-4961

www.osceolaschools.net

DIRECTIONS TO ONLINE APPLICATION

- 1) Go to our website: <https://jobs.osceolaschools.net> for our current job vacancies and online application.
- 2) Select “**Search Jobs Now**” to access the vacancy list. You may filter by Keyword, Category, and Location Name. You also have the option access the “**Career Paths**” column at the top and select “**Teachers**”, “**Support Staff**”, “**Substitutes**” or “**Administrators**”. Please scroll down on the page to view the vacancy list.
- 3) Select position to view job description and select “**Click Here to Apply Online**”.
- 4) If you are a returning user, sign-in with your email and password. If you are a new user, select “*Don’t have an account yet?*” and follow prompts to create an account.

Required Tests:

Clerical positions: For Office Assistant and IEP Assistant positions, you will need a passing score of 20 wpm on a typing test. For any other clerical position, (e.g. Secretary, Bookkeeping, Clerk Typist), you will need a passing score of 35 wpm.

We do not offer in-person Clerical Testing. In the event you are selected for a clerical position, you will be contacted with information on how to take the typing test.

Paraprofessional positions: In order to qualify for a paraprofessional position, you will need to have at least **one** of the items below:

- 1) An Associate’s degree,
- 2) 60 semester hours of college or university,
- 3) a passing score on the Paraprofessional Test.

For more information and to schedule the ParaPro test, visit <https://www.osceolaschools.net/Page/289>.

Test registration at Orange Technical College – Mid Florida Campus:

<https://www.schoolpay.com/parent/mip/Mcuw>

Test prep materials: <https://www.ets.org/parapro/test-takers/about/prepare.html>

For Application Checklist, see next page.

APPLICATION CHECKLIST

Thank you for your interest in employment with The School District of Osceola County. We are here to help you during the pre-employment process. Please call us if we may assist you in any way. All information required by Osceola District Schools must be in the Human Resources Department prior to being signed up as an employee.

- 1) A complete online application and a complete work history are required (minimum of ten (10) years). Any periods of unemployment or leaves of absence are to be noted.

- 2) Official transcript(s) from all universities/colleges attended listing awarded degrees. The transcript(s) **must be** submitted in a **sealed envelope** from the college, university or applicant. If you are applying for a Professional Support Staff position, we need to see the original high school diploma or G.E.D. so that Human Resources may make a copy. High School transcripts **must also** be in a **sealed envelope**. The No Child Left Behind Act (NCLB) Public Law 107-110 requires paraprofessional applicants to have an AA, AS or 60 semester hours of college credits or passing score of 464 on Paraprofessional Test. Those applicants with foreign educational documents (outside the United States) may need to have their educational transcripts evaluated. Check with Human Resources for further information about evaluation services. Osceola District Schools **does not** evaluate foreign educational documents.

- 3) Please note that once you submit an application, your information is saved in the system. Any supporting documents you have uploaded (such as a resume, copy of certificates, etc.) will be available for future applications. You will not need to upload them again.

References:

There is a section on the application requesting three professional references, along with their job title, company, and phone number. Providing this information will help expedite your application.

Transcripts:

They can be mailed directly by the school to: **801 Bill Beck Boulevard, Kissimmee, Florida 34744**

Or emailed to: **employmenttranscripts@osceolaschools.net**

Note: Upon being offered employment, you will be required to submit employment eligibility documentation such as an original social security card and a copy of a valid driver's license or current picture ID. Other types of picture ID accepted are: current passport, US Military ID or dependent card, or school ID with photo.

Additionally, information on how to schedule appointments for your background screening (fingerprints and drug test) will also be provided at that time.