



## Employment Guidelines for New DCPS Teachers, Librarians, and Related Service Providers

### A principal wants to hire me...

The principal will send the Office of Human Resources (OHR) a personnel action form for your hire. The schools' assigned staffing specialist from OHR will then contact you within 2 - 4 business days. If you have been told by the principal that a personnel action form was submitted for you but more than 4 days have passed without a call from a staffing specialist, then please email the schools' assigned staffing specialist with your name, the name of the school that made the offer for hire, and your 2009-2010 position.

OHR will contact you via telephone or email to formally offer you the position. If you accept the offer, you will be asked to submit employment documents which include:

- Teaching license(s) or official transcripts and required Praxis scores
- Two letters of reference
- Employment Verification Forms
- DCPS background check results
- TB test results

Your employment is contingent upon the documents you provide. OHR will also schedule you for an employment orientation to finalize processing requirements, determine your salary, and issue your official offer letter. Employment orientation is 2-3 hours and is mandatory before reporting to work. You can only be scheduled for pay by attending employment orientation. OHR will determine your salary based on your documentation of education credits and years of lead teaching experience. Principals cannot make salary determinations.

### I do not have a valid DC professional license...

You will need to apply for a DC professional license immediately. Email the Office of the State Superintendent of Education (OSSE) at [educator.licensurehelp@dc.gov](mailto:educator.licensurehelp@dc.gov) to request the appropriate licensure application. It can take up to 12 weeks for OSSE to process your license, so begin immediately.

### Save the Date!

New Teacher Induction is scheduled for August 13 – 14, 2009. The induction is organized by Office of Professional Development and they will pay you a stipend for attending the two days. For more information on the induction, payment, or other professional development, please email Deonne Medley at [Deonne.Medley@dc.gov](mailto:Deonne.Medley@dc.gov).

### First Day of School

Your first day will be August 17<sup>th</sup>, 2009. Contact your principal before the start of school to begin preparations for the start of school. When you arrive at your school on August 17<sup>th</sup>, present the principal or designated administrator with your offer letter and report to work form.