

PROFESSIONAL SUPPORT STAFF APPLICATION PROCEDURES & TIPS

STEP ONE –SUBMIT AN ONLINE APPLICATION FOR A PROFESSIONAL SUPPORT STAFF JOB

Submit Your Online Application

- To complete a Professional Support Staff application via WinOcular, please visit:

<https://hrapps.osceola.k12.fl.us/appentry/>

Application Tips

- Prior to starting, gather the items/information below that you will need to complete your candidate Profile:
 - High School and College(s) attended, degrees earned, major subjects and dates attended
 - Any certificates, licenses, with type, subject/endorsement area and date of issuance and expiration
 - Work history, including school/company name, name of supervisor, phone number, email and dates of employment
 - Three professional references, including name, job title, school/company, phone number and email address
 - Social Security number

Background Questions Tips

- Please be aware that failure to respond truthfully to any of the Qualification Questions will disqualify you from employment.
- If you have disclosed any criminal history situations, you are required to submit the following documents:
 - Written explanation of the criminal disclosure
 - Court certified police arrest report
 - Court certified disposition of the case
- If you have disclosed any prior employment history situations (Non-renewals, investigations, suspensions, revocations of licenses, etc.), you are required to submit the following documents:
 - Written explanation of the incident
 - Evaluation from the year you were non-renewed
 - Settlement agreement
 - Final order
- Any items pertaining to criminal history or employment history situations should be mailed directly to:

The School District of Osceola County – Human Resources
Attention – Employee Relations Manager
801 Bill Beck Blvd.
Kissimmee, FL 34744

Application Validity Period

- Your instructional employment application is active for one year from the date it was submitted. You will need to update and re-submit the application annually in order for it to remain active.
- *Please note that the School District of Osceola County does not consider a job candidate to be an official job applicant until he or she has successfully completed all steps in these application procedures. Submission of a resume to a work site shall not be considered to have met this criterion.*

STEP TWO – PROVIDE REQUIRED DOCUMENTS TO HUMAN RESOURCES

Proof of High School Graduation / GED

- All Professional Support Staff applicants must provide proof of high school graduation or possession of a GED by bringing their original high school diploma or GED to Human Resources.
- A copy will be made and added to your application file.
- Official transcripts showing high school graduation also can be accepted.

College / University Transcript Submission (Hard Copy or Electronic)

- Depending on the position, Professional Support Staff applicants may need to submit official college/university transcripts for all colleges/universities attended.
- Hard copies of transcripts must arrive in a sealed envelope from the college/university or emailed directly from the college / university. The mailing address to send the transcripts is:

The School District of Osceola County
Human Resources – Employment Services
801 Bill Beck Blvd.
Kissimmee, FL 34744-4434

- Electronic transcripts may be emailed directly from the college/university to:

employmenttranscripts@osceola.k12.fl.us

Please be aware that if an electronic transcript is sent to the district, then a second transcript must be requested for the Florida Department of Education–Bureau of Educator Certification.

References

- Applicants must provide three (3) written references signed and dated within the last year.
- References should be professional in nature, reflecting your work history or experiences in college as a student
- References either can be completed using:
 - A District Reference Form or
 - A Letter of Recommendation
- The District Reference Form can be found at:

http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Employment/How%20To%20Apply/REFERENCE%20FORM.pdf

- All Letters of Recommendation must be on school / company letterhead

Clerical Testing

- Applicants for positions with job qualifications which include keyboarding, bookkeeping, math, and calculator entry tests should visit:

<http://www.osceola.k12.fl.us/cms/One.aspx?portalId=567190&pageId=650248>

Driver's License

- Some positions may require applicants to provide their driver's license and information pertaining to their driving record.

STEP THREE – APPLY FOR SPECIFIC PROFESSIONAL SUPPORT STAFF VACANCIES

Review Available Professional Support Staff Jobs

- Schools will be notified when you apply for their position from the District Job Board, however you still need to reach out to the school directly in order to be considered for a position.
- You can email, fax or deliver a cover letter / resume to any school or department in order to formally be considered for a position.
- School contact information can be found at:

<http://www.osceolaschools.net/schools>

- Department contact information can be found at:

<http://www.osceolaschools.net/departments>

Interviewing and Hiring Decisions

- Our schools / departments make all of their own interviewing and hiring decisions.
- If a job offer is made, you will need to provide a negative TB (Tuberculosis) test result prior to starting work.
- The TB test needs to be signed and dated within the last 12 months in order to be accepted.

ADDITIONAL INFORMATION

Retirees

- Professional Support Staff who are receiving retirement benefits under a public or private retirement system who are hired (or rehired following retirement or DROP completion) will be granted up to a maximum of five (5) years' experience on the salary schedule for years of experience that are not included in the years of experience for which they are receiving retirement benefits. *Source: 2012-2013 Employment Administration Handbook; PSS Salary Related Guidelines; IV. Experience - Retired Professional Support Staff)*
- Florida Retirement System Investment Plan members are considered "retired" once you've taken any self-initiated distribution (cash-out or rollover) from your investment plan account regardless of your age.
- If you have any questions regarding this policy, please contact Human Resources at 407-870-4800.

Identification & Notification of Equity Coordinators

- As required by Rule 6A-18.910(1)(g), FAC: Title IX 106.81(1); Section 504:104.8(a); ADA:35.1007(a); and Age: 110.25(b) the following individuals are Equity Coordinators:

Equity Coordinator

Manny Rodriguez
Employee Relations Manager
Human Resources Office
799 Bill Beck Boulevard
Kissimmee, FL 34744
407-870-4800

ADA and Age Discrimination Coordinator

Tammy Cope-Otterson
Chief Human Resources Officer
799 Bill Beck Boulevard
Kissimmee, FL 34744
407-870-4093

Collection of Social Security Numbers

- Please read this special notice regarding the collection of Social Security Numbers:

<http://osceola.ss8.sharpschool.com/cms/One.aspx?portalId=567190&pageId=649976>

VETERANS' PREFERENCE INFORMATION

For the purposes of appointment, retention, reinstatement, reemployment and promotion, Veterans' Preference ensures that veterans and eligible persons are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or other eligible person will be the candidate selected to fill the position. Section 295.07, Florida Statutes (F.S.) specifies who is eligible for Veterans' Preference. State of Florida residency is not required for Veterans' Preference. Completion of the Veterans' Preference section below is voluntary and will be kept confidential in accordance with the Americans with Disabilities Act. Listed below are the seven Veterans' Preference categories.

- a. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense. [section 295.07(1)(a), F.S.]
- b. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [section 295.07(1)(b), F.S.]
- c. A wartime veteran as defined in section 1.01(14), F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [section 295.07(1)(c), F.S.]
- d. The un-remarried widow or widower of a veteran who died of a service-connected disability. [section 295.07(1)(d), F.S.]
- e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [section 295.07(1)(e), F.S.]
- f. A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [section 295.07(1)(f), F.S.]
- g. A current member of any reserve component of the United States Armed Forces or the Florida National Guard. [section 295.07(1)(g), F.S.]

All applicants claiming Veterans' Preference must submit a DD Form 214 (member copy #4) or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. In addition, all applicants claiming Categories a, b, d, or e above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7 Florida Administrative Code. Please fax your supporting documentation to the People First Service Center at (888) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying on each page submitted. All required documents must be submitted no later than the closing date of the job announcement.

Under Florida law, preference in appointment shall be given first to those persons in Categories a or b and then to those in Categories c, d, e, f or g. If a qualified applicant claiming Veterans' Preference believes he/ she was not afforded employment preference, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P. O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.