

New Miami Local School District

Helpful Hints for Ensuring Timely Processing of Your Application

- Complete **all of the areas** on the application. If all items are not completed and your application is not signed, it will be returned to you for completion.
- You must provide any changes in name, address, and/or telephone number **in writing** to our office. We often are unable to reach candidates for interviews due to incorrect information in our files.
- Fill in all response spaces (including the expected month, day, and year of graduation)
- Include your Social Security number of ALL documents sent to us. A copy of your social security card will be required if you are offered a position with the New Miami Local School District.
- Write or print neatly to ensure that the document can be easily read.
- Your file is active for 1 year. At your written request, your file will remain active for one additional year.
- Since all certified employees must possess a valid Ohio license in the field in which they are employed, you must obtain a certificate. Please indicate clearly (anywhere in block 3) certification fields you have or plan to apply. Attach a copy of all current certificates, test scores, and any correspondence from the Ohio Department of Education.

References: A minimum of three is required

- References must be signed. References must be work related from current or former supervisors, supervising teachers, major professors.
- As indicated on the application, references in your college placement file may be used to complete your application.
- Please be aware that we cannot send copies of your references to you or anyone else who is not authorized to receive them. All references are confidential and will not be released by our office.

Transcripts:

- We must have **official** transcripts from each institution you attended in order to complete your file. A final transcript is one that clearly indicates that you have graduated, the **date** the degree was awarded, and the **degree type**. Only one copy of each transcript is required.
- A resume cannot be accepted in lieu of the completed application; however, we encourage you to enclose a resume. Fill in all response spaces (including the expected month, day, and year of graduation).

To be considered for the position you desire to teach:

We first look at your certification to determine your **qualifications**. We then look at your **education background** (your **major**, **minor**, and **degree** type). Next we look at your **requested grade level and subject**. For example, if you want to specifically teach mathematics, but are not certified to teach it, we cannot conclude that you are qualified for the position. Finally, we look at and give strong consideration to your **references** and **criminal background check information**. References and background checks are considered to be extremely important.

It is helpful that you provide specifics to narrow down your selection. For example, if you want specifically to teach hearing impaired, you should not simply indicate special education. Rather, you should identify the specific areas in which you are certified (e.g. LD, HI, EBD, or Interrelated.)

The New Miami Local School District does not conduct prescreening interviews; principals select and contact candidates of their choice.