ATTENTION JOB SEEKERS INTERESTED IN WORKING IN A SCHOOL SETTING WITHIN PENNSYLVANIA.

Are you looking for a job? School districts with multiple vacancies will begin the hiring process in March for the 2014-2015 school year. The purpose of this handout is to share some very important information that could improve your chances of being contacted for a job interview.

PA-Educator.net is an employment website for teachers, administrators, professionals and all other classified candidates looking for positions in a school setting within Pennsylvania that is hosted and owned by the Allegheny Intermediate Unit. This clearinghouse is free to applicants and simplifies the application process by enabling users to complete either the standard Pennsylvania teacher application for certificated positions or a similar application for non-certificated positions online, as well as create an online credential file that participating school districts and intermediate units can access when vacancies exist. Applicants can also apply electronically for any position a participating member posts on the website.

The PA-Educator.net program was funded in 1999-2000 by Foundations in Pittsburgh to make it easier for educators to apply for jobs and for school districts to find prospective employees. It was developed in Western Pennsylvania, is owned by the Allegheny Intermediate Unit, and has worked so well that the funders provided money to expand the clearinghouse across the state. Today, there are 200+ school districts, intermediate units, private academic, and charter schools across Pennsylvania using PA-Educator.net. Approximately 75% of these users no longer accept paper applications via US mail.

TAKE THE FOLLOWING STEPS NOW TO COMPLETE YOUR APPLICATION AND CREDENTIAL RECORD ONLINE, AND PUT YOURSELF IN THE JOB MIX.

- **LOG ON** to the clearinghouse at [www.pa-educator.net](http://www.pa-educator.net). Click the “**New Applicant? Start Here**” link on the left side of the page.

- The “**Welcome....Applicant!**” page comes up. Click the “Get Started” button under either Certificated or Non-Certificated, depending on your credentials, and follow the directions “To Complete Online Application.”

- Once you start the application, you will assign your own ID and password.

- The Geographic Section of the application requires you to select the county(ies) in which you are interested in working. **DO NOT SELECT COUNTIES IN WHICH YOU ARE NOT WILLING TO WORK.**

- Complete the online application.
The following documents must be uploaded to the application:

1. Your 'Letter of Interest' which is your opportunity to market yourself and explain what sets you apart from all those other applicants in your area of certification or area of expertise,
2. Your 'Resume', and
3. The required Pennsylvania Essay (for Certificated applicants only). The essay must be typed into the text field on the application.

STEP 2 - FOR CERTIFICATED APPLICANTS ONLY

After you have completed the online application, you are now ready for Step Two. On the main menu page, you will find Supplemental Documents Instructions. There you will find information on the documents we accept. It is important that you read this information so that you upload the correct document. At this point, you can either decide to upload the documents or mail them to PA-Educator. You will also find the coversheet that must accompany your documents, and where to send them if you decide not to upload them yourself. Since most school districts search for applicants with complete records (all supporting documents have been attached), it is imperative that you read and follow the directions for your supplemental documents. School District Administrators use “Complete Record” as a search criteria frequently. Failure to have a complete record, in most cases, could eliminate you from the process.

To fulfill the "Complete Record" criteria, you need:

1. A copy of your most recent transcript to serve as a placeholder until you receive your final transcript.
2. At least one (1) letter of recommendation to get started. It should be signed by the author.
3. A copy of your up-to-date Pennsylvania clearances (child abuse and criminal record). It must be the actual clearance and not the receipt/invoice. You do not upload your FBI clearance. You must type your Cogent FBI Registration Number in the Additional Questions Section of the application.
4. A copy of your teaching certificate or a placeholder. If you do not have your certificate, there are directions for using a placeholder. You will find directions for what must be in a placeholder under Supplemental Documents Instructions.
5. A copy of your Praxis scores. If you have not received them yet, please either upload them or send a copy to us as soon as they arrive.

You want to be sure there is a document or a placeholder (where applicable) in each required document field (which includes the text field on the application).

That's all there is to it! A fast and easy way to reach over 200+ school districts, intermediate units, private academic, and charter schools. Best of all, there is no cost to you.
FOR CERTIFICATED AND NON-CERTIFICATED APPLICANTS

There are two ways on PA-Educator.net that you get your credentials reviewed by administrators.

1. Once you are logged in, click the Search Jobs tab and you can express an "Interest" in posted jobs in your area of certification. You should only express an interest in jobs located in a county in which you are willing to work.

2. Your credentials come up in searches by school administrators if you meet the search criteria. The search criteria MAY include a minimum GPA, degree level, years of experience, county in which the opening is located, complete record, etc.

Based upon feedback from administrators, there are two application areas that applicants need to address:

1. Complete Records:

   Approximately 35% of the applicants DO NOT have a complete set of records online and will not come up in a job search if the school district uses a "COMPLETE RECORD" as one of the search criteria. Nearly all school districts use this feature as a screening criteria.

   A complete file for:

   - Certificated Applicants consists of the online Standard Pennsylvania Application and all supporting documents, including resume, letter of interest, and essay.

   - Non-Certificated Applicants, consists of the online application, resume, and letter of interest.

2. Geographic Section:

   The other problem area on the application occurs in the Geographic Section of the application (Section 1 – Required Information). ONLY select those counties in which you are definitely willing to work.

Go online today, complete the PA-Educator.net version of the Standard Pennsylvania Application or non-certificated application to start your career within the Education Industry.
Suggestions to help Education Majors

1. **PROOFREAD** the application. The majority of the errors are in the email address, name, etc.

2. **COLLEGE EMAIL** – It is recommended that you do not use your college email address. You should establish an email account (now) that will remain the same after you graduate. This will eliminate the need for you to remember to change your college email address immediately after you graduate. Otherwise, you may not receive email from districts or PA-Educator causing you to miss job opportunities. Do not set your spam filter too high – this could cause things to go to the ‘junk’ folder. **Remember to check your email daily!**

3. **MAKE SURE YOU UNDERSTAND THE QUESTION** – The three most common errors are:
   - *Nationally Board Certified* – To pursue National Board Certification you must have a baccalaureate degree, 3 years teaching experience, and have had a valid teaching license for each of the three years ([www.nbpts.org](http://www.nbpts.org)) (Section 5).
   - *Certification* you possess – **Only list what is actually on your certificate**. Do not list subjects you may be eligible to teach but are not on the certificate issued by the PA Department of Education (Section 3).
   - *Excluding districts* – You may EXCLUDE up to five districts from seeing your application. Make sure you do not exclude (PROHIBIT) districts in which you would work (Section 5).

4. **MAKE SURE YOUR CLEARANCES ARE UP-TO-DATE** – All clearances including FBI are only good for one year from date of issue except for student teaching. For our site and for any district looking to hire you, you must have up-to-date clearances. We do not accept outdated clearances.

5. If you decide to mail documents to PA-Educator.net, **DO NOT SEND COLOR COPIES OR USE A SCANNER/PRINTER TO PRINT COPIES** – This includes scanning the documents into your computer and then printing them. The process we use to upload the documents may cause them to be illegible.

6. If you upload your materials – Make sure you only upload the actual document. Do not upload extra pages. For clearances, make sure you attach the actual clearance and not a receipt or invoice.

7. For both mailed and uploaded documents, **CHECK THE QUALITY OF THE DOCUMENTS** – Think about the documents and how they will look to a school district. Make sure they are not upside down or sideways. They will be printed by the school. You should only use clean, clear, sharp copies. **Most problems occur because the copies are too light or in color.**

8. **READ AND FOLLOW THE DIRECTIONS FOR USING A PLACEHOLDER for your Teaching Certificate.** Make sure you follow ALL directions - **especially signing the placeholder letter**.

9. **REFERENCES** – Do not use evaluations or observations. Remember that letters of recommendation must be typed and signed by the author.

10. **PROOFREAD – PROOFREAD – PROOFREAD!**

Good Luck in your Job Search. Feel free to email us at paeducator@aiu3.net with any questions.