

## **MIAMI-DADE COUNTY PUBLIC SCHOOLS CRITERIA FOR SELECTION OF CAREER SPECIALISTS**

The Career Specialist is an individual who routinely represents the school system to local business and industry and, conversely, frequently represents business and industry to students in our schools. This individual must be able to effectively relate to students, staff, and school administrators with a minimum amount of formal orientation to the school system. He/she must be keenly aware of contemporary local business practices and employment opportunities, and be able to clearly convey these. The selection of appropriately qualified individuals is essential for the effective implementation of these functions. Following are the criteria by which career specialists are selected:

### **REQUIREMENTS**

**EDUCATION:** For verification of eligibility by District, the applicant must document (during the past twelve years) either of the following:

1. A bachelor's degree and two years of qualified full-time work experience in a technical, managerial, or supervisory position outside of education.
2. An associate's degree or a minimum of 60 transferable credits and four years of qualified full-time work experience in a technical, managerial, or supervisory position outside of education.
3. A certificate of technical/vocational training and four years of qualified full-time work experience in a technical, managerial, or supervisory position outside of education.

Note: College/University transcripts must indicate a minimum of 2.5 cumulative grade point average.

**WORK EXPERIENCE:** Official letters verifying work experience on business letterhead or stationery should include:

- Verification of full-time occupational experience, for example: 40 clock hours per week. Part-time experience should be stated in terms of number of hours per week.
- Beginning and ending dates of employment.
- Job title. In some instances, a job description will be required to evaluate the occupational experience.
- Signature of appropriate official.

**-OVER-**

For the purpose of verifying self-employment, work experience in a family-owned business, or work experience in a firm no longer in business, an individual or firm familiar with your service(s) may provide verification on business stationery or on a notarized affidavit.

A business agent of the local union to which the applicant belongs may certify the length and type of occupational experience on union business stationery.

To verify military work experience, you must submit military discharge papers (i.e. DD Form 214) showing ratings and specialties for each period of enlisted service.

**QUALITY OF EXPERIENCE:** Applicant shall show documented evidence of having assumed leadership responsibilities which required decision-making skills.

**\*\* YOUTH EXPERIENCE:** Documented verification on official letterhead stationery of having worked successfully with youth in organized groups, such as: scouting, church/religious, little league, substitute teaching, etc. Such experience shall have occurred on a regular basis for a period of at least one (1) year during the four (4) years preceding application.

### **CAREER SPECIALIST APPLICANT CHECKLIST**

Submit the following to: Office of Human Resources, Instructional Staffing  
1500 Biscayne Boulevard, Room 129  
Miami, FL 33132

- ✓ 1. Completed Application for Instructional Position
- ✓ 2. Letter of Application addressed to:

Dr. Michelle C. Ferguson, Curriculum Support Specialist  
Department of Career Preparation  
1450 N.E. 2 Avenue, Room 267  
Miami, FL 33132

- ✓ 3. Current Resume
- ✓ 4. Business/Industry Verification Letter(s)
- ✓ 5. Youth Experience Verification Letter(s)

**Applicants currently employed in a full-time teaching position need not submit an application for an instructional position. Instead items 2-5 must be submitted directly to the Department of Career Preparation.**

**The above requirements of the Miami-Dade County Public Schools exceed those of the State of Florida and most other districts. \*\* Additional requirement required by the Dept. of Career Preparation.**

**ALL APPLICANTS MUST APPEAR BEFORE A SCREENING COMMITTEE AND BE RECOMMENDED TO HAVE THEIR NAMES ADDED TO THE ELIGIBLE CANDIDATES LIST IN THE APPLICANT TRACKING SYSTEM.**

# Ferguson, Smith Children's Development Center

3456 Pervis Avenue  
Miami, FL 33136  
(305) 926-7830

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July 20, 1999

To Whom It May Concern:

This is in reference to Porché Long, who is currently seeking employment with your organization as a career specialist.

Ms. Long was employed (volunteered) with our program from September, 1990 to October, 1993. She held the position of Child Development Advisor. Her tasks included: planning and implementing program activities for youth ages 10-15, and, providing varied experiences for youth, which help them to develop their social, emotional, physical, cognitive and self-help skills.

If you require additional information, please feel free to contact me or Mr. George Smith at (305) 926-7830.

Sincerely,

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Barbara Ferguson,  
President

SDH:pam

1. **Business Stationery or notarized affidavit.**
2. **Indicate type of youth experience - paid or volunteer.**
3. **Beginning and ending dates.**
4. **Qualifies tasks and/or duties related to youth experience.**
5. **Signature of appropriate official.**

**SAMPLE LETTER  
YOUTH EXPERIENCE  
VERIFICATION**

① → **Schooly Laboratories**  
12345 North 15 Place  
Schooly, New York 67239  
(207) 925-8687

July 20, 1999

To Whom It May Concern:

② → Mr. Quin Scott was employed full-time with the Schooly Laboratories from September 1, 1983 through January 30, 1990.

③ → His position was that of Chief Technician. ④ → He supervised eight employees in our laboratory. He is a serious and dedicated worker, and his reliability and integrity are above question.

I highly recommend Mr. Scott to you. He is a man who will help your organization grow.

Sincerely,

⑤ →

A. J. Jackson, Vice-President  
Schooly Laboratories

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**KEY**

1. **Business Stationery or notarized affidavit.**
2. **Certification of full-time occupational experience (i.e. 40 clock hours per week. Part-time experience should be stated in terms of number of hours worked per week.)**
3. **Beginning and ending dates of employment.**
4. **Job title. In some cases, a job description will be required by the Certification Department to evaluate the occupational experience.**
5. **Signature of appropriate official.**

**SAMPLE LETTER  
OCCUPATIONAL EXPERIENCE  
VERIFICATION**