

## How Do I Find A Position?

The DCPS Office of Recruitment and Customer Relations would like to help make your job search a successful one. Review the step-by-step process below.

\*\*School principals make the final decision on the candidates they interview and hire.

### Follow the steps below to apply for a position

#### Step 1

Verify that you meet the requirements for [Florida Teacher Certification](#) in the subject area for which you wish to be hired. If necessary, please go back and review the application steps.

#### Step 2

Complete an on-line application for a teaching position with Duval County Public Schools and submit all required documentation.

#### Step 3

Access a current list of vacancies from the HR info [Employment Opportunities](#) website.

#### Step 4

Submit a resume and cover letter to the school advertising the vacancy for which you are interested. Be sure your resume includes all of your contact information (i.e. cell phone and current email).

#### Step 5

Follow-up by contacting the school advertising the vacancy and request an interview with the principal.

**If you have questions about the status of your application or need assistance, you may contact 904-390-2066.**

[Apply Online](#)