



Welcome ...to our statewide, one-stop
clearinghouse for educators!

Fall 2010

ATTENTION EDUCATION MAJORS GRADUATING THIS SEMESTER AND INTERESTED IN WORKING IN PENNSYLVANIA.

Are you looking for a job? School districts will begin the hiring process for the second semester vacancies for the current school year in late November. The purpose of this email is to share some very important information that could improve your chances of being contacted for a job interview.

PA-Educator.net is a clearinghouse for teachers and other Pennsylvania Department of Education professionally certified individuals who want to work in the Commonwealth. This program is FREE to you! For less than an hour of your time to complete the standard PA application online and the cost of mailing a set of documents to PA-Educator.net you can have a complete set of credentials online in November 2010. You are probably wondering, "How can I have a complete record online in November 2010, when I will not receive my Teaching Certificate and Final Transcript until after graduation in December?" Follow the directions in this message, and you will see.

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 over 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. They rely solely on PA-Educator.net.

How much time would it take and what would it cost for you to copy, assemble, and mail 50 application packets of 25 to 30 pages to potential employers? At \$5 a packet (30 pages @ \$.10/page = \$3.00, plus \$2.00 for postage and a nice envelope), it would cost \$250 and take 12 to 15 hours of your time. Since 75% of our participating members no longer accept paper, you could be wasting as much as \$175 dollars as well as several hours of your precious time.

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. When the homepage comes up scroll down until you see Quick Links on the left-hand side and click on "Member School Districts and IUs" to see a list of the participating members. You click on the name of the member school to go to that district's homepage.

- Go back to the homepage and click the “**Smart Applicants**” button on the left side of the page.
- The “**Welcome....Educators!**” page comes up. In the 3rd paragraph, click the “Get Started Now!” button and follow the directions in Step One “To Complete Online Application”. It is very user friendly.
- 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.** Then complete the Standard Pennsylvania Application online.
- The following must be done as “Word Documents” and cut and pasted into the text fields in Section 6 of the online application.
 1. Your ‘Letter of Interest’ which is your opportunity to market yourself. What sets you apart from all those other applicants in your area of certification.
 2. Your ‘Resume’
 3. The required Pennsylvania Essay
- After you have completed the online application, you are now ready for Step Two. Just click Smart Applicants on the left-hand side of the homepage and then click Document and Mailing Instructions. There you will find information on the documents we accept, the coversheet that must accompany your documents, and where to send them. 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 sending your supplemental documents. **School District Administrators use “Complete Record” as a search criteria to see if you follow directions.** Failure to have a complete record, in most cases, will 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.
3. A copy of your up-to-date Pennsylvania clearances (child abuse and criminal record). For the FBI clearance, you must also type your COGENT Registration Number into the text field on the application.
4. A copy of your teaching certificate or a placeholder. Since you will not be receiving your teaching certificate until sometime in January or February, there are directions for using a placeholder. Go back to the homepage, and click on “**For Documents Instructions and Guidelines.....click here.**”
5. A copy of your praxis scores. If you have not received them, please 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 fields on the application).

Print and complete the cover sheet which must be mailed with your documents.

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 – except for postage, **there is no cost to you.**

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

1. On the “Job Opportunities” page you express an “**Interest**” in posted jobs in your area of certification. The jobs are posted by “**County.**” **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. 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 to see if applicants “**Follow Directions.**”
2. The other problem area on the application occurs in the Geographic Section of the application (Section 1 – Required Information). Applicants should **ONLY** select those counties in which they are definitely willing to work. We have received calls from school district administrators who tell us that they have spent considerable time screening credentials and contacting applicants to schedule an interview, only to be told by the applicant that “I AM NOT INTERESTED “ in working in your area.

Go online today, complete the Standard Pennsylvania Application, and mail the required documents to PA-Educator.net.