Outcomes

• Prospective employees will be able to
  – Identify the types of employment available in Prince William County Schools
  – Know teacher licensure pathways
  – Understand PWCS application process
Instructional Employment

• Teachers
  – K-12
  – Elementary Education
  – Secondary Education

• Teacher Leaders
  – Instructional Coaches
  – Professional Development Specialists
  – Title I Reading and Math

• Specialists
  – Guidance Counselors
  – Library Media Specialists
  – School Psychologists
  – School Social Workers
  – Speech Language Pathologists
Critical Need Areas

- Career and Technology Education
- Elementary Education
- ESL
- Family and Consumer Sciences
- Mathematics
- Middle School
- School Psychology (MA required)
- Science
- Special Education
  - Adapted Curriculum (Autism, ID Mild, Mod, Severe)
  - Early Childhood (Preschool) Sped.
  - General Curriculum (LD, ED, Autism, ID Mild)
  - Visual Impairment
- Speech Language Pathology (MA required)
- World Languages
Key Points

• Virginia Department of Education establishes licensure requirements, not PWCS
• Code of Virginia requires that School Divisions only hire applicants who are eligible for licensure for certified positions
• Licensure requirements are updated regularly, so it is important to follow the PWCS certification website for the most up to date information
• Once a candidate is eligible for provisional licensure and completes a certified application, they are eligible to be considered for hire in PWCS
Pathways to Teacher Licensure in VA

With or Without a Bachelor’s Degree:
1) Approved Teacher Licensure Program (Handout)

If you DO hold a Bachelor’s Degree:
2) Career Switcher Program
   – Educate VA (Virginia Community College System)
   – Old Dominion University
   – Regent University
   – Shenandoah University
Pathways to Teacher Licensure in VA

Advantages of Licensure Program Pathway

• Takes the guess work out of choosing the right courses to meet specific licensure requirements
• Flexibility in accepting completed course work into program requirements
• Blending courses to meet licensure requirements often results in less course work
• Student teaching experiences
• Support with licensure changes
If you DO hold a Bachelor’s Degree (Continued):

3) Course-by-course analysis: Varies by certification area and degree
   - Bachelors accepted for provisional licensure
     - Agricultural Education
     - American Sign Language
     - Biology
     - Chemistry
     - Dance Arts
     - English
     - Environmental Science
     - Geology
     - Marketing
     - Mathematics
     - Physics
     - Technology Education
     - Theatre
     - Visual Arts
   - Endorsement worksheets – Become a Teacher webpage @
Pathways to Teacher Licensure in VA

4) Experiential Route – For exceptional candidates with rich experiences
   – Bachelor’s Degree
   – 5 Years documented work experience
   – Passing PRAXIS II score
   OR
   – Veteran with honorable discharge
   – Bachelor’s Degree
   – Passing Praxis II score
Provisional Licensure

- Provisional licensure is a post-employment process.
- A provisional license is only issued by the Virginia Department of Education upon hire in a contracted teaching position in a Virginia school division.
- Candidates may apply directly to the Virginia Department of Education for licensure evaluations in unique licensure situations by following specific instructions on the Application for a Virginia License:
  
  http://www.doe.virginia.gov/teaching/licensure/
Provisional License – Issued upon hire in a contracted teaching assignment

- Valid for 3 years; must submit requirements for full licensure to PWCS by February of expiration year
  - Documented progress each school year
- During that time, all deficiencies as set forth by the VDOE must be met. These may include:
  - Coursework
  - Assessments
  - Technology standards
- In Special Education
  - Bachelor’s degree
  - Approved course in characteristics and legal aspects of special education must be completed
  - Enrollment in an approved program
Assessment Requirements for Licensure

- Praxis II
- Virginia Communications and Literacy Assessment (VCLA)
- Reading for Virginia Educators (RVE)
Training Requirements for Licensure

• Child Abuse Recognition Training
• Dyslexia Awareness Training
• First Aid, CPR, AED Training
• Technology Standards
PWCS Initial Licensure Cohort

• Current
  – Special Education: General Curriculum through George Mason University
Tuition Reimbursement

- Teachers: Maximum $700 per person/fiscal year (July 1-June 30); Contingent upon availability of funds
- Classified staff: Maximum $350 per person/fiscal year (July 1-June 30) for those becoming teachers; Contingent upon availability of funds
- Submit request at the beginning of the course, right after registering
  - Submission includes request form, proof of payment, course description
  - Within 45 days of completion of the course, submit transcript denoting a final grade of ‘B’ or better.

• PWCS is working with some institutions on provide discounts to PWCS employees.
Student Teaching

- Requirements for field, practicum and student teaching experiences are determined by the program/university, not PWCS

- In some certification areas, on-the-job student teaching is permitted by some programs/universities

- If you are an employee, and need to complete field, practicum, or student teaching that are outside your current position, you will need to utilize personal leave, leave without pay, and dependent upon the breadth of the experience, may have to take educational leave of absence. PWCS leave regulations govern leave-taking for these experiences.
Administrative Employment

- Exempt positions
- School and Central Office based positions
- Some administrative positions require certification
## Administrative Employment

### Types of Administrative Positions

<table>
<thead>
<tr>
<th>School Based Positions</th>
<th>Central Office Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Administrative Intern</td>
<td>• Administrative Coordinator</td>
</tr>
<tr>
<td>• Specialty Program Coordinator</td>
<td>• General Ledger Accountant II</td>
</tr>
<tr>
<td>• Assistant Principal</td>
<td>• Network Engineer II</td>
</tr>
<tr>
<td>• Director of School Counseling (High School Only)</td>
<td>• Supervisor</td>
</tr>
<tr>
<td>• Director of Student Activities (High School Only)</td>
<td>• Director</td>
</tr>
<tr>
<td>• Principal</td>
<td>• Associate Superintendent</td>
</tr>
<tr>
<td></td>
<td>• Superintendent</td>
</tr>
</tbody>
</table>

High School Only
Administrative Employment

Official Policy and Regulation

Policy 511
Staff Selections and Assignments

Regulation 511.01-1
Management and Administrative Employees
Selection Procedures

Prince William County Public Schools
Providing A World-Class Education
Administrative Employment

Contact Information:

Rose Jones,
Administrative Applications Specialist
Phone: 703.791.8959
Fax: 703.791.8033
Email: HRManagement@pwcs.edu
Substitute Teaching

Mrs. Christi Hetrick
Substitute/Temporary Supervisor Human Resources

Employment Service Center
hr@pwcs.edu
703.791.8050
Substitute Teaching

Requirements:
• 60 college credit hours or an associate's degree

Substitute Rates of Pay
• Degreed Substitute Teacher (Bachelor's degree or higher) $96/day or $48/half day
• Non-Degreed Substitute Teacher (60+ college credits) $85/day or $42.50/half day
• Substitute Teacher Assistant positions are paid $10.20/hour for general education and $11/hour for special education
Benefits

Great Reasons to Become a PWCS Substitute:

• Flexible schedule
• Work locally
• Pick your work hours and locations
• Select the grade level(s) and subject matter you would like to teach
• Be a part of the PWCS family
• Participate in the Supplemental Retirement Plan
• Enjoy a fun and rewarding work environment
Apply Online

To apply, submit the following in the online application system:

1) A completed PWCS “Substitute/Temporary/Volunteer” Application accessible via https://jobs.pwcs.edu/WorkSpace
2) Professional Reference from current/recent supervisor(s)
3) Certificate of Completion of the online course VA Child Abuse and Neglect Recognition Training (free online, 1 hour and 10 minute course). This course is accessible via:
   The link may also be accessed via the PWCS web page, www.pwcs.edu
   – Select “Employment”
   – “Substitute/Temporary”
   – “Child Abuse and Neglect Training”
4) Copy of transcripts reflecting the completion of at least 60 college credit hours, or verification of an associate degree
5) A copy of Virginia Teaching License (if applicable)
Temporary Positions

PWCS is seeking qualified candidates interested in the following positions:

• Substitute Bus Driver
• Substitute Custodian
• Food Service Substitute
• Lifeguard/Swim Instructor

PWCS has additional temporary opportunities available on the website, www.pwcs.edu/.

Apply Now!
Substitute Resources

- Resources:
  - Visit the Substitute/Temporary Table
  - Check out our website, www.pwcs.edu
  - Email: HR@pwcs.edu
  - Phone: 703.791.8050
  - Visit Kelly Leadership Building Department of Human Resources
Classified Employment

- Includes regular, non-exempt positions
- Most classified positions are in a support capacity
- Work hours vary by position from part time to full time

Join our team!
School-Based Positions

- Clerical
  - Office Assistants
  - Secretaries
  - Bookkeepers
  - Security Staff
- Teaching Assistants
- Technical Support Specialists

- Custodial
- Cafeteria Hostesses
- Cafeteria Workers
Central Offices

- Superintendent’s Staff
- School Board Office
- Communications & Media Services
  - Print Shop
  - Tech Support
  - Network Security
Central Offices

- Financial Services
  - Accounting
  - Budget
  - Payroll
  - Purchasing
  - Supply Services

- Facilities Services
  - Maintenance
  - Construction
  - Custodial Services
  - Electrical & Plumbing
  - Environmental
  - HVAC
  - Structures & Grounds
  - Landscaping & Pest Control
  - Planning and Energy Management
Central Offices

- School Food & Nutrition Services
- Transportation Services
  - Bus Drivers
  - Bus Attendants
  - Mechanics
  - Managers
- Human Resources
- Risk Management
Central Offices

• Student Learning
• Accountability
• Special Education
• Professional Learning
• English Learners Programs
• Student Services
• Student Management & Alternative Programs
  – Non-traditional education
  – Adult Education
WinOcular Application Process

Background Information and “Helpful Hints” for Current Job Seekers

Prince William County Public Schools
Department of Human Resources
Visit our Home page to begin:
www.pwcs.edu
View Job opportunities:

Prince William County Public Schools / DEPARTMENTS / Department of Human Resources

DEPARTMENT OF HUMAN RESOURCES

Why PWCS?

Apply Now!

Learn more about getting connected with our people-centered culture in Prince William County Schools!

Are you an interested candidate or applicant with questions?

Use the live chat box (12 - 4 p.m.) or call us at 703.791.8050 (8 a.m. - 4:30 p.m.)

GET CONNECTED
Job Postings

Please click on the job category of interest. Below are some examples of the type of positions found in each category:

Administrative: Principals, Assistant Principals, Supervisors
Certified: Teachers, School Counselors
Classified: Secretaries, Custodians, Teacher Assistants
Substitute: Substitute Teachers
Summer School Certified: Teachers
Summer School Classified: Teacher Assistants, Custodians, Secretaries
Temporary: Temporary Coaches

Login

1 Search for a Job Using Advanced Filters

SEARCH

2 Job Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>OPENINGS</th>
<th>List ALL OPENINGS in this Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>11 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>Certified</td>
<td>200 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>Classified</td>
<td>15 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>Recruit</td>
<td>0 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>SUBSTITUTE</td>
<td>2 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>SUMMER SCHOOL CERTIFIED</td>
<td>0 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>SUMMER SCHOOL CLASSIFIED</td>
<td>0 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
<tr>
<td>TEMPORARY</td>
<td>14 OPENINGS</td>
<td>List ALL OPENINGS in this Category</td>
</tr>
</tbody>
</table>
Initiate Application:

Welcome to the Prince William County Schools WinOcular WorkSpace

Login:
User ID: [input field]
Password: [input field]
Forgot your login information? Click here.

New User?
Click here to register.

Current Employee? Login here:
Employee ID Badge Number: [input field]
Last 4 SSN: [input field]
Date of Birth: (MM/DD/YYYY)

Powered by WinOcular Software
WinOcular WorkSpace
Version 1.0.13, Copyright © 2005-2013, Combined Computer Resources, Inc.
If the applicant has completed an application with PWCS previously but they are unable to access their Workspace, they should not create an additional account. If they are unable to reset their password through their email, our Employment Service Center can assist them in gaining access, and can be reached at 703.791.8050.
There are multiple types of applications, including Administrative/Managerial, Certified, Classified, Substitute/Temporary. There are also summer school applications for certified and classified positions. To add a new application, the applicant clicks “Add New Application”.

Once the application is complete, applicants receive a confirmation email with additional instructions and reminders for supporting documentation.