

EMPLOYMENT FAQs

This document contains answers to commonly asked questions. Questions are organized by topic to help you find information more quickly.

FAQ Topics

- [Applications](#)
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Applications

Where do I begin my application?

Visit toledops.tedk12.com/hire to view job listings and begin your application. Under the FAQ tab at the top of this site, you will find detailed information to help you complete your application.

Are references required?

Yes, most positions require one or more references. References are asked to complete the reference form sent to the email address you provide on the application. Applications cannot be processed until we receive a reference from at least one (1) supervisor or two (2) co-workers. It is your responsibility as the applicant to ensure that your reference(s) look for the form in their email and complete the form in a timely manner.

Who can be listed as a professional reference?

A supervisor, coworker, manager, or someone with personal knowledge of your performance at work can provide a professional reference. Most positions require either one (1) supervisor/manager reference or two (2) coworker references. Please note that if your application is missing the required reference(s), it may hold up our review of your application. Your provided references will be sent the reference form through the email address provided as part of the application.

Will I receive updates on the status of my application? How can I check the status of my application?

Be sure to monitor your email for notifications regarding the status of your application. Invitations to interview will come through your email. If we require any additional information or documentation to supplement your application, or if we determine any information is missing, we will communicate with you via email.

To check on the status of your application, log into your account and then click on the "Application Status" tab. If you have already applied for a job, it will be listed under the "Current Applications" section. If you want to view additional details about the job you applied for, click on the "Details" link associated with the job. If you have applied for jobs in the past that have already been filled, those will be listed in the "Previous Applications" section.

I forgot my username and/or password for the applications system. How can I retrieve it?

From the main job listings page, click the "I Forgot My Password" link. Enter your email address into the box, and your log-in information will be sent to that email address. As a reminder, your username is not the same as your email address. The application system requires you to create a username distinct from your email address.

Benefits

What is included in Toledo Public School's benefits offerings?

Our comprehensive benefits offerings include health and life insurance, a generous leave package, employee assistance services, retirement benefits, and more. Benefits vary by employee group. Use the links below for more detailed information about our benefits.

- [Administrators](#)
- [Non-instructional Staff](#)
- [Substitutes](#)
- [Teachers & Support Staff](#)

How many hours must I work each week to receive benefits?

Permanent employees who work at least 24 hours per week are eligible for full benefits.

All part-time and substitute employees can participate in the State Teachers Retirement System of Ohio (STRS) or School Employees Retirement System of Ohio (SERS). Long-term substitute teachers are eligible for additional benefits after working at least 60 days in the same position.

When do benefits begin for a new employee?

For teachers and administrators, benefits begin on the first date of employment as long as you submit your benefits packet within 30 days of your effective date of employment. Benefits coverage for non-instructional staff and paraprofessionals begins when you complete your probationary period as a permanent employee.

When is the benefits enrollment deadline?

Benefits enrollment must be completed within 30 days of your effective date of employment.

Do unused sick days carry over from year to year?

Yes, employees can accumulate a maximum of 370 sick days. Employees are also eligible to receive annual incentives for unused sick days.

Can I transfer sick days from my previous employer to Toledo Public Schools?

Yes, you can transfer sick days from another school or public employer. You will need to obtain a letter from your previous employer on their letterhead with the amount of accumulated sick hours. Once hired, please submit this information to our Compensation and Verification Supervisor.

Compensation

What will my starting salary be?

Starting salary depends on the position. For some positions, level of education and years of verifiable experience are also taken into consideration. Use the links below to find more information about starting pay.

- [Administrator](#)
- [Non-instructional Staff](#)
- [Substitute](#)
- [Teacher & Support Staff](#)

How and when will I receive my first paycheck?

Employees are paid biweekly through direct deposit.

How many years of experience can I bring over?

Teachers can bring up to ten years of verifiable teaching experience. Paraprofessionals can bring up to five years of paraprofessional experience. You will receive information about how to verify your experience as part of your new employee orientation.

Licensure and Certification

How do I apply for a license?

For information on how to apply for an Ohio license, please visit the [Educator Licenses](#) section of the Ohio Department of Education website, or call or email the Office of Educator Licensure at 877-644-6338, educator.licensure@education.ohio.gov.

I am in the process of obtaining my educator license in Ohio. Can I still apply?

Yes, you must be able to complete your license before your first date of employment.

Can I work as an educator in Ohio with an out-of-state license?

If you have an out-of-state license, you must apply for an Ohio license. The Ohio Department of Education defines the steps that teachers, principals, administrative specialists, superintendents, and pupils services personnel must take to obtain an Ohio license on their [Out-of-State Licensure](#) webpage.

If you are employed by an Ohio school, you can apply for a one-year out-of-state teacher license at the request of the school. To be eligible for this license, you must hold a valid, standard out-of-state teaching license and have met all requirements for a standard Ohio teaching license *except* for the Ohio licensure exams.

How do I obtain a supplemental license?

You can pursue a supplemental license at the request of the school district. More information on [supplemental licenses](#) is available from the Ohio Department of Education.

For all other questions, please email TPSjobs@tps.org.