



FREQUENTLY ASKED QUESTIONS

▪ **What type of support will I receive?**



Our [Right Start Program](#) provides support for our new hires. Right Start Advisors are experienced classroom teachers who are released from teaching responsibilities in order to mentor new hires. They provide instructional mentoring for 1st, 2nd, and 3rd year teachers. Experienced teachers who are new to AACPS may also receive support from a Right Start Advisor during their first year in the district.

Prior to the beginning of the school year, the Right Start program also hosts a three-day orientation for all newly hired teachers. In addition, our [Office of Professional Growth & Development](#) offers workshops, seminars and professional development opportunities for both new and experienced educators.

▪ **Does AACPS offer tuition reimbursement?**



Yes, AACPS offers tuition reimbursement at the rate of up to \$250 per credit for up to 6 credits per year. For candidates pursuing a master's degree in an AACPS critical shortage areas, AACPS will cover up to the UMD graduate rate per credit for up to 6 credits per semester and a max of 18 credits per reimbursement year. Please visit [our website](#) for a list of critical shortage areas and additional details.

▪ **What benefits does AACPS Offer?**



AACPS offers medical, prescription, dental and vision benefits. In addition, we offer voluntary benefits including deferred compensation/supplemental retirement plans, flexible spending accounts, college savings plans, life insurance, and an employee assistance program. For more information on our benefits, please visit our [website](#). Benefits are effective the first day of the month after hire.

▪ **When are teachers paid?**



All AACPS employees are paid bi-weekly through direct deposit. 10-month teachers are paid over 26 pay periods. Gross pay over the summer is determined by an employee's actual earnings during the school year. A portion of each of the 22 regular pays is withheld to be distributed over the four (4) pay periods during the summer months. Therefore, it may differ from recent gross pay if an employee received a salary adjustment during the school year, did not work the full school year, or had lost time. When there is no salary distribution, or if distribution is reduced, the portion set aside is also reduced.

▪ **What is tenure?**



Tenure is established when an educator completes three consecutive years of successful experience, has been issued a regular contract and a professional certificate, and is reemployed for a fourth year. If an educator resigns and returns at a later date, the educator returns to a non-tenured status.

▪ **What is an Open Contract of Employment?**



AACPS recognizes that the decision of where to start your teaching career is an important one. When talking to other organizations don't let anybody pressure you into signing an Open Contract. AACPS offers a two-step process. The first step is an Open Offer of Employment. You have 10 days to consider and accept the offer. The second step is an Open Contract; this is your MSDE teaching contract. You have 10 days to sign your contract. Your contract is not specific to a school, and once signed it is a binding document. You retain the freedom to research schools and opportunities, interview and secure a position that best suits your skills and interests. Please do note that all offers of employment are contingent upon the successful completion of a criminal and child abuse/neglect background check. Failure to satisfy certification requirements of the Maryland State Department of Education shall be cause for the contract to be revoked.

▪ **I'm ready! How do I apply?**



Your first step is to apply [here](#). Take the time to review important and pertinent information on that page and click on APPLY NOW. At that point you can click on TEACHER/STUDENT SERVICES (CERTIFICATED/LICENSED) to access teaching jobs. You will not be able to apply to site-specific positions; as an *external* applicant you have access to content pools for countywide opportunities as they occur. Feel free to search contents for which you are qualified; the content does not have to be a certified area on your upcoming teaching certificate. Give yourself good options!

The application will need:

- ✓ Resume: Make sure to include education, experience and contact information.
- ✓ Unofficial transcripts for *all* schools you have attended: We understand you might not have degree conferred date for the degree you are currently pursuing.
- ✓ Test Scores
- ✓ 3 Professional References: If you are just beginning your internship, the reference for you University Supervisor and Teacher Mentor (both required) might not be completed until later.
- ✓ EPI Assessment: This is a survey or inventory of skills and strengths. Please note you will not be able to pause, save and return to it at a later time; it needs to be done all at once. Plan on needing about 60 minutes to complete it.
- ✓ Interview by a content recruiter or a screening by a content coordinator. Some contents like English Language Development, Art, World & Classical Languages, Health/PE, Music, etc. require screening from a content coordinator. Your recruiter will be able to direct you.

Once you submit your application you will be able to access your account to upload additional documents and references.

▪ **I just submitted an application. Now what?!**



Once all your application requirements (see section above) are met, your application status will change to *complete*. At that point schools looking to hire qualified candidates for the contents you applied will have access to your file and may contact you to schedule an interview. Make sure you research the school and prepare well for the interview. If a school is interested in hiring you, a selection is submitted to Human Resources (HR). HR will review your file to ensure completion and will call you to extend the offer.

▪ **Who should I contact if I want to talk to somebody?**



Feel free to reach out to us at recruitment@aacps.org.