

Application FAQs

You will notice a wide variety of employment applications when you apply for teaching jobs around the state of Texas. This problem is exacerbated by the fact that you may be applying to a blend of different types of schools (school district, private school, charter school, or head start program). The one key is to jump on applying early and often throughout the hiring season.

Question: When can I start applying?

Answer: You should start filling out employment applications immediately once you're actively enrolled in the program. Keep in mind the application process can take a good amount of time for each school district.

You will have a much stronger application once you have passed your TExES content exam. This is the state requirement that allows you to be considered highly qualified to teach in the classroom. Once passed, you should add your statement of eligibility (sent via email once passing scores are received) to your application documents with each school.

Question: How proactive should I be in my job search?

Answer: You will have more opportunities to be considered for open teaching positions if you are proactive in your job search. Simply applying and waiting by the phone for someone to call is an ineffective employment strategy.

Teaching candidates in the past that have emailed or faxed additional information to principals are often more likely to schedule an interview. In addition, volunteering, substitute teaching, or becoming an instructional aide in a school is very effective to help you network with administration.

Question: When should I take my PPR exam?

Answer: As soon as you have completed your required content exams, you should begin preparing for the PPR exam. Passing the PPR exam is required for highly qualified status, eligibility for a probationary certificate and can help to make you more marketable. For this reason, passing the PPR before the start of your internship is recommended.

Question: What do I use for a intern/probationary certificate checklist?

Answer: You would refer to the Field Experience Tab in the My WCACP portal. This listing will show you the status of each state/program requirement that must be completed prior to recommendation of your certificate. All of the requirements should be completed no later than the first day of your teaching assignment.

Question: Does every requirement need to be completed on the Field Experience Tab before I can apply and be considered for open teaching positions?

Answer: No. You should be applying to multiple Independent School Districts, TEA recognized private schools, charter schools, or head start programs as soon as you have passed the required TEXES Content Exams for your certification area and while you are completing your remaining program requirements listed on the Field Experience tab.

Question: I notice there are no job postings at the district near my residence. Should I go ahead and apply?

Answer: Yes. Principals and HR Representatives will hire teachers from their available applicant pool. If you do not have an active application on file, then you cannot be considered in the applicant pool once jobs are posted.

By the time some job postings become available, it is already too late to apply and get all the necessary paperwork in to be considered for the teaching positions.

Question: I do not have any teaching experience. What should I write/type in the experience section of the application?

Answer: Document any experience you have in any educational setting or any experience you have working with children/youth. If you have trained individuals in a work setting, volunteered in Sunday school, Vacation Bible School, church youth group, Girl Scouts, etc, you can include that (unless the application specifically indicates teaching experience).

Question: The district I am applying to is requiring me to make a video sample of a lesson plan. Do you have any tips?

Answer: Refer to [1.2.9 in the curriculum] for excellent information about writing lesson plans. All of the activities in Module 1 will help prepare you to design great lesson plans that meet the needs of all learners.

Question: Will Web-Centric fill out a reference form for me when I apply to teaching jobs?

Answer: Yes, if it is electronic, please have it sent to your assigned program specialist for completion.

Question: On an employment application for a school, what type of certificate do I select?

Answer: Select probationary. Your intern/probationary certificate will be activated upon the first day you have children in your classroom, as long as all the requirements on the Field Experience tab in My WCACP are complete. If the district has any questions about your employment status, the HR representative may call us at 832-220-3451.

Question: Since my certificate is not active, does this hinder my job prospects?

Answer: No. The program must wait until you officially start your teaching assignment with children before a probationary certificate can be activated. Your intern or probationary certificate will run for 12 months.