

JCPS Human Resources

Contract Ready Checklist

- ❑ Upon graduating, applied for Kentucky Teacher Certificate through College and (Education Professionals Standards Board) EPSB
- ❑ Completed online application with Jefferson County Public Schools
- ❑ Transcripts (upload most current transcripts to your application; when you earn your degree, update the transcript on file; for now your transcripts can be unofficial; upon hiring, you will be asked to provide official transcripts which show your degree has been conferred)
 - Secure official transcripts (with degree conferred) and hold the sealed envelopes to present at contract signing.
- ❑ Completed PRAXIS Exams (Praxis Scores Uploaded to JCPS Online Application System)
 - Content
 - Teacher Knowledge
- ❑ Letters of Recommendation (emails for references provided on online application; followed up with references to ensure completion)
 - 4 Professional
 - 2 Personal
- ❑ Resume (uploaded to JCPS Online Application System)
- ❑ Statement of Eligibility (SOE) or Kentucky Teacher Certificate (uploaded to JCPS Online Application System)
- ❑ Writing Sample (e.g. Philosophy of Education)

After you have completed all of the items on the checklist, please email Anetria McGhee at anetria.mcgee@jefferson.kyschools.us to indicate your contract ready status or if you have questions throughout the application process.