

How Do I Apply?

A guide to understanding the Uplift Education application process.

PreK-12 Instructional Positions

Welcome!

We are glad you are interested in a career with Uplift Education!

Whether you are an experienced educator or are new to the profession, we are certain that Uplift can provide a wonderful opportunity where you can develop your skills and put your talents for educating scholars to good use.

This guide will help you understand our application process.



Application Process

Application



Candidates will apply for open positions online.

**CLICK HERE TO
APPLY**

Recruiter Review



Talent Recruiters review applications and select qualified candidates for screening interviews.

Screening Interview



Qualified candidates may complete a phone or video screening interview.

Application Process Continued

Selection



Candidates who pass the screening interviews will be sent to hiring managers for further consideration.

Final Interviews & Next Steps



Hiring managers will select candidates for final interviews. After the hiring manager extends an offer to a candidate, Talent Acquisition will contact them for next steps. Candidates who are not selected will receive a follow-up email.

Where can I apply for an open position?

Our open jobs are posted at **jobs.uplifteducation.org** and also cross-posted on other sites or job boards.

While you can **view** our open positions on multiple sites, to submit an application, you must **apply directly** at

jobs.uplifteducation.org

What happens after I submit an application?

After you submit an application, it will be reviewed by one of our Talent Recruiters who will make sure you

- meet the required or preferred **qualifications** for the position **and**
- have submitted all **necessary documentation** to move forward in the screening process.

If your application is missing any required attachments, your application will be marked **Incomplete**.

The recruiter will **email** you requesting the documents. You will not be able to move forward in the screening process and your application will remain in **incomplete status** until you have submitted all the necessary documents.

What documents do I need to submit?

Positions: Teacher, Intervention Specialist

Experienced

- ☐ Undergraduate transcript showing bachelor's degree awarded
- ☐ Valid teaching certification
- ☐ Teacher service records from previous districts

New

- ☐ Undergraduate transcript showing bachelor's degree awarded
- ☐ Passing TExES content exam score report
- ☐ Letter of intent to graduate*
- ☐ Statement of eligibility**

**For candidates completing a college/university degree and certification plan*

***For candidates completing an alternative certification program*

Position: Teacher Aide

- ☐ High school transcript
- ☐ College transcript (if available)

Candidates with less than 48 college credit hours awarded will have to take a paraprofessional assessment if hired

A candidate is considered **new** when they have zero years of documented experience in a K-12th grade teacher of record role.



What are the certification requirements?

Primary

(Pre-K through 5th grade)

Qualified candidates **MUST**:

- Hold a valid Texas teaching certification

-OR-

- Be enrolled in an alternative certification program and have passed the TExES content exam

-OR-

- Be enrolled in a university teacher prep program and have passed TExES content exam

Secondary

(6th grade through 12th grade)

Qualified candidates **MUST**:

- Meet the same qualifications listed for Primary teachers

-OR-

- Have an undergraduate or graduate degree or at least 24 college credit hours in the subject they would like to teach



I have a B.S. in Chemistry, so I can teach high school Chemistry at Uplift!

We hope this short guide has been helpful.
If you have any questions, please contact us at
recruiter@uplifteducation.org

