



## CHICAGO PUBLIC SCHOOLS

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DEPARTMENT OF HUMAN RESOURCES # 125 SOUTH CLARK STREET, 2<sup>ND</sup> FLOOR #CHICAGO, IL 60603  
TEACHER RECRUITMENT #VOICE: 773.553.1045 #FAX: 773.553.1131 # E-MAIL: [teacherrecruitment@cps.k12.il.us](mailto:teacherrecruitment@cps.k12.il.us)

### STEP-BY-STEP GUIDE TO BECOMING A TEACHER FOR CHICAGO PUBLIC SCHOOLS

1. Complete the teacher certification process and apply for an Illinois teaching certificate from the Illinois State Board of Education. Visit the ISBE Web site at [www.isbe.net/teachers](http://www.isbe.net/teachers) or call 1-800-845-8749 for more information about certificate requirements, testing dates, transferring an out-of-state certification to Illinois and applicable fees.
2. Create a professional resume in that can be uploaded easily.
3. Complete the CPS online teacher application by following the "Career Opportunities" section at [WWW.TEACHCHICAGO.COM](http://WWW.TEACHCHICAGO.COM). This is where you will upload your resume.
4. View teacher vacancies and apply for positions in the "Job Openings" section.
5. Consider making an appointment with a recruiter to discuss your employment options, ask questions about the application process, and receive personal assistance. Call 773-553-1045 or e-mail [teacherrecruitment@cps.k12.il.us](mailto:teacherrecruitment@cps.k12.il.us) to schedule an appointment or go to the Teacher Recruitment Unit on the 2nd floor at 125 South Clark.
6. Create a professional portfolio and be prepared to interview for positions. After you accept a teaching position, your final enrollment will take place at the CPS Enrollment Center at 320 North Elizabeth ( 60607).
7. Prepare the following documents for your enrollment in CPS:
  - Two original copies of your transcripts (with degree and student-teaching grade posted)
  - Illinois State Board of Education Teaching Certificate or Entitlement Certificate
  - Birth certificate OR passport OR alien naturalization card
  - Driver's License OR other Photo ID
  - Social Security Card
  - Resume
  - Professional/personal references
  - Medical exam & TB screening (Results must be entered on a CPS medical form which is available online. Contact Employee Health Services 773-553-1180 for more information.
  - Background check and/or Fingerprinting clearance which will take place at the CPS Enrollment Center
  - If applicable, verification of experience from another school district
8. Stay flexible. CPS has over 600 schools. You can find a school that is right for you.