

Teacher Shortage Conditional Grant Program Commitment to Hire Instructions May 2017

The Teacher Shortage Conditional Grant program has several awarding considerations, including priority for applicants who obtain a district's commitment to hire.

This component is optional for applicants who are addressing a state-level shortage need (endorsement or geographic) and required for applicants who are addressing a unique local need.

Your sponsoring district is responsible for drafting the letter. The letter must convey a commitment to hire you once you have earned the residency teaching certificate. Letters that only go so far as committing to interview you, to flag your application, or to consider you as a priority candidate will not be accepted. In order for the letter to count for the purposes of this grant priority, it must include the following details:

- Your full name
- District name
- Position of employment (e.g., teacher)
- Type of contract (e.g., 1.0 FTE certificated non-supervisory contract)
- School year of anticipated employment
- Any contingencies
- Any obligations of you upon your acceptance of the offer
- Name and title of the official district representative, typically the Superintendent or Human Resources Director
- Signature of the official district representative and date of signing
- Your signature and date of signing

For an example of a letter that meets all these criteria, please see the [Contingent Offer of Employment from Seattle Public Schools](#).

You will need to upload the letter (scanned to PDF) where indicated in the web-based application by the application deadline in order for your letter to be considered.

See our website (readyssetgrad.org/teachers) for more information. If you have any questions, please contact us at teachers@wsac.wa.gov.