

ELO SAIL Employment

Frequently asked questions

Who do I send my resume to?

You can post your information on the ELO SAIL database. It is accessed through Outlook - Public Folders/All Public Folders/MCPS Information/ELO SAIL/ELO Resumes. Please complete the requested information fields. Principals will select candidates outside their school for the summer program from information in the ELO Resumes folder.

Can I send my resume to someone?

No. Principals will be accessing the ELO SAIL Resume folder to locate teachers outside of their schools.

Do I have to be highly qualified to teach ELO SAIL?

Yes. You have to be highly qualified in the grade level/subject area to be eligible to teach ELO SAIL.

Instructions for posting to the ELO Resumes folder:

1. Open Outlook
2. Double click on Public Folders
3. Double click on All Public Folders
4. Double click on MCPS Information
5. Click on ELO SAIL – (you can either double click on Administrator to read the Welcome message that states the directions and information about posting your interest or go to step 6)
6. Click on the Actions menu – select New ELO Request Form
7. Add the grade levels (K, 1, 2, 3, 4 and/or 5) for which you wish to be considered to the **Subject** line of the message.
8. Complete the requested information
9. Send the message

Alternative Instructions for posting to the ELO Resumes folder:

1. Open a new mail message
2. Address the email message to ELO_Resumes@mcpsmd.org
3. Add the grade levels (K, 1, 2, 3, 4 and/or 5) for which you wish to be considered to the **Subject** line of the message
4. Paste the following (highlighted in purple) into the message, fill in the information requested after the colons, and then press the send button to send the message.

Complete the information requested below.

Name:

Employee ID#:

Current Position/Assignment:

Current School Name/Number:

MSDA Certification (place an X next to all that apply):

Early Childhood.....:

Elementary.....:

ESOL.....:

Special Education.....:

Other (please specify)..:

Home Telephone #:

Cell Telephone #:

School Telephone #:

Additional Information:

Principal Use Only:

ELO School Site:

ELO Grade Level Assignment:

Note: This only works when using the Outlook client software. It does not work when using Outlook Web Access (OWA or webmail). If the Outlook client software is not available to you at this time, please go to the bottom of this email for alternative instructions.

If you are using the Outlook client and receive the message "*error occurred registering form in the OLE registry*" then please go to the bottom of this email for alternative instructions.

After You Get a Job

Once you have been hired for an ELO position, you will need to remove your form from the ELO Summer Teaching folder. Since you do not have direct access to these folders, you will need to do one of the following:

If you still have a copy of the form in your Mailbox (if it has been less than 30 days)—

- Open your Outlook Mailbox and go to the Sent Items Folder
- Find the copy of the original form sent and open the form
- Click on the Actions pull-down menu and select Recall This Message.

Or if you no longer have the form in your Mailbox, call Bridget Lee, Division of Title I Programs (DTP), at 301-230-0660 for assistance.

Questions related to the ELO hiring process should be addressed to Mrs. Joyce Colbert, DTP, at 301-230-0660 or via Outlook.