

EMPLOYMENT STEPS FOR TEACHING

Georgetown County School District

J. B. Beck Administration and Education Center

2018 Church Street

Georgetown, South Carolina 29440

Toll-Free: 1-800-992-5028

(843) 436-7145

1. Secure an application by writing or visiting the Office of Human Resources, 2018 Church Street in Georgetown, SC, or by calling (843) 436-7145 or 1-800-992-5028. An on-line application may also be completed at www.winthrop.edu/scteach.
2. Complete the application in its entirety.
3. Transcripts. Send Office of Human Resources a student copy of undergraduate and graduate transcripts. **Grade reports are not considered transcripts.** This should accompany your application, but may be mailed later.
4. References. In addition, Georgetown County Schools require three professional references from your immediate supervisors. Your references may include principals, assistant principals, district office staff members, and peer teachers. These references must be provided on Georgetown County School District reference forms (or the CERRA application reference forms). **References on school District forms other than Georgetown County will not be accepted.** If you are a recent graduate, we will accept your **placement file** from your college as long as there is a recommendation from your supervising teacher for student teaching and a college of education professor. *If you received this application at a college/university recruiting fair, the reference forms and envelopes are not included, as we are assuming that candidates attending these fairs are recent graduates and will be providing a placement file. If you need reference forms, please call the Human Resources Office, and they will be mailed to you.* Be sure to list your references on the application with correct addresses and phone numbers.
5. Teaching Credential. If you possess a South Carolina teaching credential or an out-of-state teaching credential, please submit a copy with your application. **The teacher or employee is responsible for securing a valid South Carolina teaching credential.** An application for South Carolina certification is available in our Human Resources Office, or you can contact the South Carolina Department of Education:

South Carolina Department of Education

Division of Teacher Quality

Landmark II Office Building

3700 Forest Drive, Suite 500

Columbia, South Carolina 29204

Toll-Free: 1-877-885-5280

(803) 734-8466

6. A personal letter of acknowledgment will be mailed or emailed to each applicant upon receipt of an application. **It is the applicant's responsibility to follow through in making sure their application file is complete.** An application file is considered complete when we receive the application, a resume or educational vita, three reference forms or college dossier, transcripts, and a copy of a valid teaching certificate.

THE INTERVIEW

7. Interviews with the Office of Human Resources may be scheduled only after your application file is complete. **No prospective teacher is to contact any individual schools or principals regarding an interview.** To determine if your application file is complete and if there are vacancies in your teaching area, call Office of Human Resources at (843) 436-7145 or toll-free 1-800-992-5028.
8. Office of Human Resources will determine the top candidates for teacher vacancies. The determination of the top candidates for the positions will be based on a very structured screening program that includes the following criteria: the interview, the written employment exercise, knowledge of subject matter, personal traits, references, level of education, teaching experience, and certification. A collective portfolio of the top candidates, along with supporting application documents, will be forwarded to the principal of the respective school (s).
9. The principal will then select the top candidates and apprise them of the time and date of a school interview. The school interview will be a panel interview comprised of teachers and administrators at that particular school.

RECOMMENDATION FOR EMPLOYMENT

10. All teaching and administrative vacancies are posted weekly on our District web site and the CERRA web site. Also, you may call Office of Human Resources at (843) 436-7145 or 1-800-992-5028 at any time to determine vacancies that are posted in your teaching area. Office hours are 8:00 a.m. to 4:30 p.m. - Monday through Friday.
11. Principals are responsible for recommending candidates for teaching vacancies to the Executive Director for Human Resources. The Executive Director for Human Resources recommends the employment of a teacher candidate to the Georgetown County Board of Education at its regularly scheduled monthly meeting. Only the Georgetown County Board of Education has the authority to employ.
12. When a prospective teacher has been recommended for employment, and approved by the Georgetown County Board of Education, a contract will be issued.

**PLEASE VISIT OUR WEB SITE AT www.gcsd.k12.sc.us
TO GET UPDATES ON OUR VACANCIES**