

# EMPLOYMENT STEPS/QUALIFICATIONS FOR CLASSIFIED APPLICATIONS

## THE APPLICATION

1. You must have a high school diploma or equivalent in order to gain employment with the Georgetown County School District. The classified application is for those applicants interested in becoming a teacher's aide, secretary, clerical aide, maintenance worker, food service worker, or custodian. If you submit a resume, you may be required to complete an application at a later date.
2. **Complete the application in its entirety.** Do not leave any questions unanswered. *Attach copies of your educational documents before submitting for consideration of vacancies.* [CLICK HERE](#) to download a copy of the Classified Application. Depending on the speed of your internet connection, it may take a short time before the application appears on your screen. This application requires Adobe Reader. You must have version 8.0 or greater installed on your computer if you want to fill your application out online and email it. You may install the latest version of Adobe Reader by clicking the following link:  
<http://www.adobe.com/products/acrobat/readstep2.html>
3. **References.** In addition, Georgetown County Schools require that you list three references from your immediate supervisors of previous positions. Your references must include supervisors who know you and your performance as an employee. Be sure to list these three references beginning with the most recent, on the application with correct addresses and phone numbers. [CLICK HERE](#) to download the Reference Form you must supply to the individuals you list as references.

If you have never worked before and this will be your first position, the district will accept three (3) character references.

4. When we receive your application it will be placed in an active file and kept for two years.
5. All teachers' aide, maintenance and operations, food service, secretaries, custodial staff and other classified vacancies are posted in all schools and offices within the district. Also, you may call Office of Human Resources at (843) 436-7144 at any time to determine what vacancies are listed. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Summer office hours are different.

**The applicant is responsible for contacting the district to determine what vacancies are listed. When you call Office of Human Resources and positions are available in which you are interested, and the deadline has not passed, please ask to have your application pulled for consideration for the position or positions in which you are specifically applying.**

6. Principals and department heads will review your application for the specific position in which you have applied. If you are considered as a top candidate based upon job experiences, education level, and other criteria, you will be notified by the principal or department head regarding a personal interview.

## EMPLOYMENT QUALIFICATIONS:

1. All classified applicants must hold a high school diploma or its equivalent.
2. According to the "No Child Left Behind Act" of 2002, all instructional aides must be highly qualified by complying with following employment requirements:
  - Completing an associate's degree; or
  - Completing two years of college; or 60/ semester hours
  - Passing a test of basic skills and Pedagogy (ETS or Work Keys Paraprofessional Tests)

**Effective:** January 8, 2002

\*If there are questions about the requirements in number 2, please see a Human Resources contract person.

## APPLICATION AND REFERENCE FORMS:

The Application and Reference Forms may be filled out online using the typewriter tool in Adobe Reader. You may save a copy of the completed Application Form, print it and mail it, or send it as an attachment via email to: [slstafford@gcsd.k12.sc.us](mailto:slstafford@gcsd.k12.sc.us)

Reference Forms may be filled out online, but they must have a handwritten signature and should be sent by regular mail or faxed to:

Shanika Stafford  
Human Resources  
Fax: (843) 436-7143  
J.B. Beck Administration and Education Center  
Georgetown County School District  
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