

How to Apply for a Teaching Position as an Internal Applicant

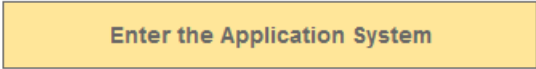
Internal applicants include all GCSD employees who currently hold a position for which certification/licensure is required. In order to apply as an internal applicant from the Greenville County Schools website, click on the **Employment** tab and choose **How to Apply**. For additional information regarding transfers within the district, please review the *Guidelines for Lateral Transfer (Teacher)* on page 5 of this guide.



- On the **How to Apply** screen, please take time to read this important information. After doing so, scroll down towards the bottom of the screen and click on **Application Procedures for Teacher/Licensed Educator Candidates**.



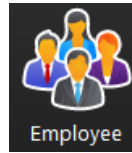
- The **Application Procedures for Teacher/Licensed Educator Candidates** page also contains a lot of useful information that will assist you through the application process. After reviewing this information, please click on **Enter the Application System**.



- Log into Lawson Career Management by using your **district username and your password will be the last 5 digits of your Social Security number.**




- Once you are logged in, double click on your



icon.


To Complete Your Profile for the First Time or to Update an Existing Profile:

- Double click on  and then **Talent Profile** in the column on the left.



My Profile

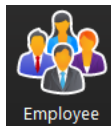
Talent Profile

From the **Talent Profile**, Internal Applicants will be able to update **Certification, Education, Employment History** and **Achievements**. Additional references are not required for Internal Applicants. **Your current supervisor will receive an automated link to complete an electronic reference for you.** Click on  **Create** to update your information as necessary. (**Competencies** and **Skills** are not active at this time and are not required to complete your profile)

- Please note:** By applying as an Internal Candidate, your current supervisor will receive a link to complete a reference for you that will be returned to us electronically. Once you save the profile updates, this will follow any application that is submitted on the system. **Resume attachments can only be submitted at the application phase in Lawson Career Management.**

To Search for Opportunities or to Apply:

- Double click on your



Employee



Opportunities

- All positions that are currently posted for internal employees will display. You can search for Jobs by entering a Keyword, Job ID #, Location, Category or Work Type search.

Post Date	Title	Location	Category
05/02/...	After School Caregiver		AFTERSCHOOL CAREGIVERS/TEACHE...
05/22/...	After School Caregiver	GCSD:SE:Oakview Elem	AFTERSCHOOL CAREGIVERS/TEACHE...
07/31/...	After School Caregiver	GCSD:NE:Mitchell Road Elem	AFTERSCHOOL CAREGIVERS/TEACHE...
10/13/...	After School Caregiver	GCSD:SW:Blythe Academy Elem	AFTERSCHOOL CAREGIVERS/TEACHE...
08/13/...	After School Caregiver	GCSD:SE:Bryson Elem	AFTERSCHOOL CAREGIVERS/TEACHE...
08/14/...	After School Caregiver	GCSD:SE:Bell's Crossing Elem	AFTERSCHOOL CAREGIVERS/TEACHE...
01/12/...	Agricultural Education Teacher Pool	GCSD	TEACHING
12/02/...	Aide Bus Area 6		TRANSPORTATION
12/02/...	Aide Bus Area 7		TRANSPORTATION
12/02/...	Aide Bus Area 8		TRANSPORTATION
01/20/...	Aide ESOL	GCSD:SW:Grove Elem	AIDE
01/07/...	Assistant Principal/Admin Assistant P...		ADMINISTRATIVE

- When you find the desired position (see example below), double click on the line to begin to apply for the position.

01/12/...	Early Childhood Teacher Pool	GCS	TEACHING
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- Next, click on **Apply Now** to apply for the position

Early Childhood Teacher Pool (Job Id 2523)

Location: GCS Employment Type: -
 Category: TEACHING Close Date: 06/15/2015
 Post Date: 01/12/2015

Description

Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement by recruiting and employing the highest qualified staff for our schools and to serve those with whom we work.

Summary:
Qualifications:

- Minimum of a Bachelor's degree from an accredited college or university
- Completion of an NCATE approved teacher training program
- Valid South Carolina certification or alternative certificate (PACE, ABCTE) in the subject employed to teach

Responsibilities:

- Possess knowledge of grade level curriculum, subject content knowledge and developmental needs of students to provide relevant learning experiences
- Plan instructionally to include appropriate curricula, instructional strategies and resources to address the needs of all students
- Promote student learning by addressing individual learning differences and using effective instructional strategies
- Systematically gather, analyze and use data to measure student progress, guide instruction and provide timely feedback
- Provide a well-managed, safe, student-centered environment that is academically challenging and respectful
- Communicate effectively with students, school personnel, families and the community
- Maintain a professional demeanor, participate in professional growth opportunities and positively contribute to the profession
- Provide work (learning experiences, student activities and formative/summative assessment) which results in acceptable, measurable, progress

Other information:

- 9 1/2 months with salary determined by current South Carolina teaching certificate as it relates to the teacher's salary schedule as approved by the Board of Trustees of the School District of Greenville County.

Functions/Supervisor: Teachers will be responsible to the principal for carrying out the policies of the school board as they relate to the function of the school, classroom and immediate contact with students and parents. Teachers will be expected to furnish such after-school time as needed for assisting students, conferring with parents and for other necessary out-of-school work. Reports to the building level Principal.

- The example below is the first screen in the application process. Please read each screen carefully before progressing to the **Next** step. If at any time you do not complete a required question or section, you will need to do so before you will be able to submit your application.

Application For Early Childhood Teacher Pool

Save

Previous Profile Resume Questions Summary Next

Review

Information from your Employee Profile will be used during this application.
 Click the link below to update/enhance your existing Employee Profile. If your profile is current, proceed to the next step.

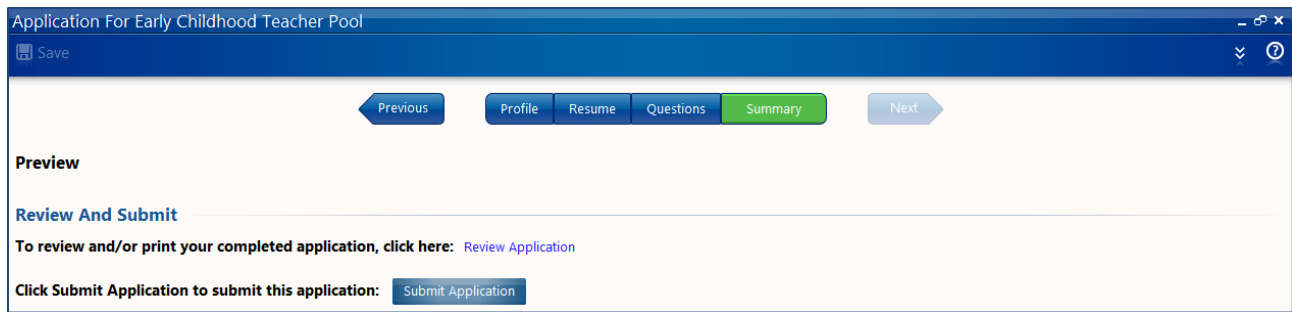
[View / Update](#)

Additional Profile Options

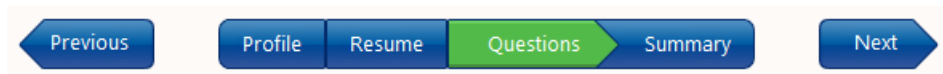
For this application, you have the option to enhance the following information (this does not update your existing Employee Profile).
By selecting any or all of the following, you will be prompted to update this information later in the application process:


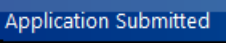
- Work Preferences
- Employment and Education History
- Competencies, Credentials and Achievements

- After completing all steps, the **Summary** screen (see example below) will allow you to review your application.



- If you would like to make changes to your information before you submit your application, simply click on the appropriate page or pages you would like to update.



- When your application is complete and you are ready to submit your application, return to the **Summary** screen and click on 
- Once your application has been submitted successfully, you will see  in the lower left corner of your screen. Please also check your email for an automated message from the Human Resources Department indicating that your application has been received as well as any additional emails that may require your attention and action.

Communications with Principals

All applicants must have a completed profile and application on file before you will be considered for employment and/or transfer. Once you have completed the online profile and application, you are encouraged to send a letter of interest and copy of your resume to the principals of the schools with posted vacancies **using the email link provided**. For additional information about the school, click the name of the school as listed in the Employment Opportunities Tab, you will be directed to the school's website.

Communications with Recruitment Specialist

Once your application is complete, you may contact Human Resources to speak with a Recruitment Specialist if you need additional information.

Guidelines for Lateral Transfer (Teachers):

(These guidelines do not apply to employees seeking positions of promotion.)

Please Note: Applying for transfer does not guarantee that the employee will receive a transfer. Applying for transfer is an expression of interest by the employee of other opportunities that may become available in the district for which the applicant is certified and qualified.

Teachers must meet each of the following criteria to be **eligible for transfer**:

- The teacher must have worked 3 years within the same school within Greenville County Schools.
- The teacher must have satisfactory confidential references provided by the employee's current supervisors. (Immediate supervisor-Principal/Director/Etc. and one other-AP/AA/Dept. Head/Etc.)
- The teacher must complete an application for transfer following the district process via Lawson Career Management (LCM). There are no "transfer pools", employees will need to apply as **internal applicants** to the appropriate pool(s) based on certification.
- Completed profile and application must be on file in LCM on or before June 15th of the current school year. Instructions are provided on the district website.

Teachers will be considered **ineligible for transfer** if one or more of the following conditions apply:

- References provided by current supervisor(s) are unsatisfactory.
- The teacher has 2 "Needs Improvement" or 1 "Unsatisfactory" on the employee's most recent summative or formative evaluations. All evaluations conducted within the current school year will be reviewed.
- The teacher is currently on an improvement plan, was on an improvement plan the previous year, or has been recommended for an improvement plan for the ensuing school year.
- The application for transfer is entered in LCM after June 15th.

General Transfer Procedures:

- Applications for transfer (internal application) can be submitted in LCM as soon as the teacher pools open for the ensuing school year (generally by the first week in January).
- Specific vacancies of interest may not be posted at the time candidate pools are opened; however, it is best to have the profile and application completed and on file in LCM as soon as possible for principal/supervisor consideration.
- Principals/supervisors consider all qualified applicants (internal and external) for vacant positions.
- June 15th is the closing date to be considered for a lateral transfer.
- A completed transfer (internal) application will automatically send a request for confidential reference to the current supervisor. The applicant will need to identify within the LCM application system a second current supervisor for reference purposes.
- Once a vacancy of interest posts on the district website, the transfer applicant should send letters of interest and current resume to the administrator of each location of interest with posted vacancies.
- Principals/supervisors must request transfer applicants for vacant positions via LCM on or before June 15th. After June 15th, transfer requests will only be approved with the written release of the principal/supervisor of the sending location provided that the employee's application to transfer has been submitted to the pool on or before June 15th.
- The confidential reference provided by the principal/supervisor is not considered written release for transfer. Human Resources will act as the liaison for obtaining the written release.
- The principal/supervisor of the sending location is **under no obligation to release** anyone for lateral transfer after June 15th.
- No recommendation for transfer will be considered after the start date for teachers as defined by the 190 day calendar.