

How to Setup a Profile and Apply for a Positions in the Scotland County School System

Scotland County School System has launched a new employment application system.

The new North Carolina School Jobs powered by People Admin (TeacherMatch), provides an innovative way to streamline the hiring process. Applicants will experience an enhanced, user friendly system when applying for positions.

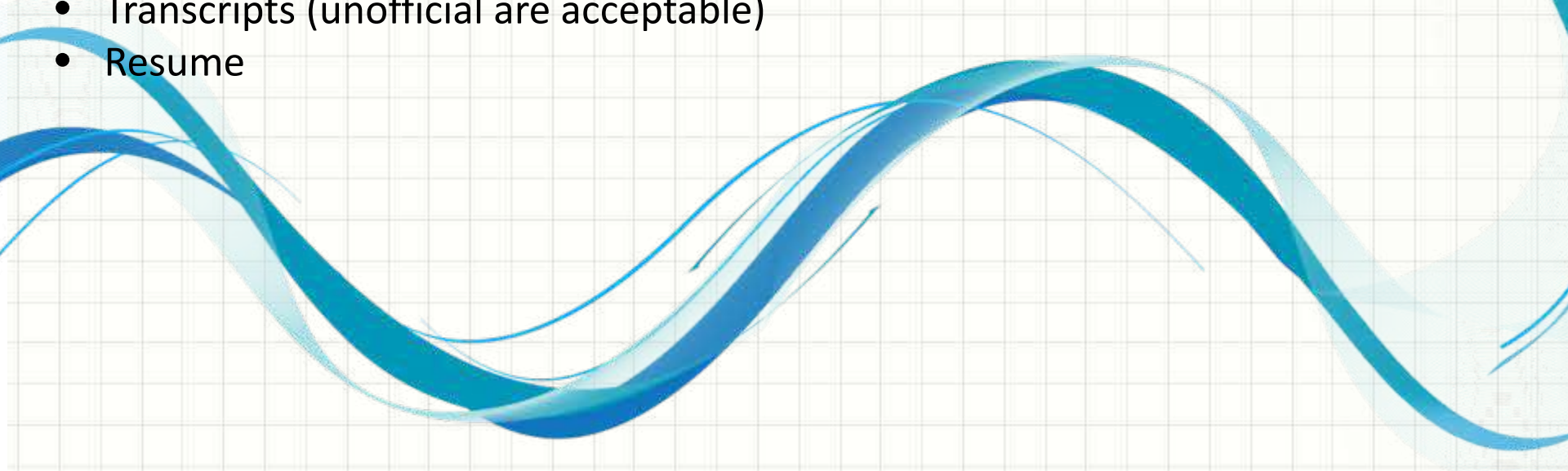
PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org



Before you get started you will need the following:

- **A personal email address** – do not use a work email.
- **References – a minimum of three (3)**. Will need their name, title, contact information - One reference must be current or most recent supervisor.
- **List of work experience** with company name and dates of employment.

Some positions may also require

- Transcripts (unofficial are acceptable)
 - Resume
- 

- ❖ Visit Scotland County School Systems website, www.Scotland.k12.nc.us, and access the Employment section, located on the banner near the top of the screen. (Google Chrome is the recommended internet browser)

The screenshot shows the website for Scotland County Schools. The header features the school's name and tagline, "An Investment in the Future", alongside a banner image of students running. Below the header is a navigation bar with links to District Home, Board of Education, Schools, Students/Parents, PowerSchool, and Faculty/Staff. A sidebar on the left contains a search bar and a list of links, including Staff Email Login, Kronos, Employee Payroll Portal, School Calendars, Content Filter Log In, Superintendent, Departments, Points of Pride, **Employment**, Policy Manual, 2015 - 2020 Strategic Plan, Enrollment Forms, Lunch Menus, School Bus Stops, Bagpiper Restaurant, and SCS Transparency. The main content area is titled "What's Happening in Scotland County Schools" and features a congratulatory message about National Beta Club induction ceremonies. A red callout bubble points to the "Employment" link in the sidebar, with the text "Click on the employment link". To the right of the main content area is a section titled "Upcoming Events" listing two events: "3/13/2017 - Optional Teacher Workday - SEarCH only" and "3/31/2017 - Optional Workday - Traditional Calendar", with a "View Calendar" link below. At the bottom, there is a section titled "Middle school students visit local industries" with a small image of a classroom.

www.scotland.k12.nc.us

Bookmarks Email Campaign Cr... IT Governance Mod... DL - Team Site MyRegus - Account TeacherMatch testi... Candidate Grid Report Other E

SCOTLAND COUNTY SCHOOLS
An Investment in the Future

Site Search

District Home Board of Education Schools Students/Parents PowerSchool Faculty/Staff

Staff Email Login
Kronos
Employee Payroll Portal
School Calendars
Content Filter Log In
Superintendent
Departments
Points of Pride
Employment
Policy Manual
2015 - 2020 Strategic Plan
Enrollment Forms
Lunch Menus
School Bus Stops
Bagpiper Restaurant
SCS Transparency

What's Happening in Scotland County Schools

Click on the employment link

Upcoming Events

3/13/2017
- Optional Teacher Workday - SEarCH only

3/31/2017
- Optional Workday - Traditional Calendar

View Calendar

Middle school students visit local industries

Human Resources

 Recent Activity | Join this FusionPage
(Back to FusionPage home)

Instructor: Dr. Ron Hargrave - Interim

Employment Opportunities

Vacancies

Licensed

Start Date

Close Date	School District - Site	Position Title - Description	Position Type	Details
8/22/2016	SCOTLAND COUNTY SCHOOLS - ADMINISTRATIVE OFFICE	HEARING IMPAIRED - Hearing Impaired Teacher	Licensed	Details
2/13/2017	SCOTLAND COUNTY SCHOOLS - SHAW ACADEMY	TUTOR - TUTOR	Licensed	Details

[Click here](#) to apply for any of the above-listed certified positions.

Classified

Start Date

Close Date	School District - Site	Position Title - Description	Position Type	Details
8/22/2016	SCOTLAND COUNTY SCHOOLS - ADMINISTRATIVE OFFICE	OCCUPATIONAL THERAPIST - Occupational Therapist	Classified	Details

[Click here](#) to apply for any of the above-listed classified positions.

Click on Job Board Link

Scotland County Schools accepts applications for Substitute Teaching from July - March, **(we do not accept any applications for substitute teaching the months of April, May and June)**, and is always accepting Child Nutrition Substitutes and Bus Drivers. If anyone is interested in Substitute Teaching for Scotland County Schools, please contact Sara Wilkerson in the Human Resources Department at (910) 277-4459 ext. 304 or if you are interested in being a Child Nutrition Substitute, please contact Richard Jacobs at (910) 277-4459 ext. 337 or if you are interested in being a Bus Driver, please contact Gale McNeill at (910) 277-4355 ext. 21.

Our certified and classified vacancies are updated twice daily. If you have questions about vacancies, please feel free to contact the Department of Human Resources at 910-276-1138 x304. They will be happy to answer any questions you have about openings, the application process and licensure issues.

❖ Next click on the Scotland County School System Job Vacancies link to get started.

- ❖ To apply for a position, first you will need to login to the system or create an account. Clicking on one of these links will take you to the login screen.



Scotland County Schools Job Board

322 S Main St, Laurinburg, North Carolina, 28352, Phone #: 910-276-1138

Keywords

Search for jobs by any keyword, branch name, district name, zip code and more.....

School/ Dept

Zip Code

Zone

Jobs Category

State

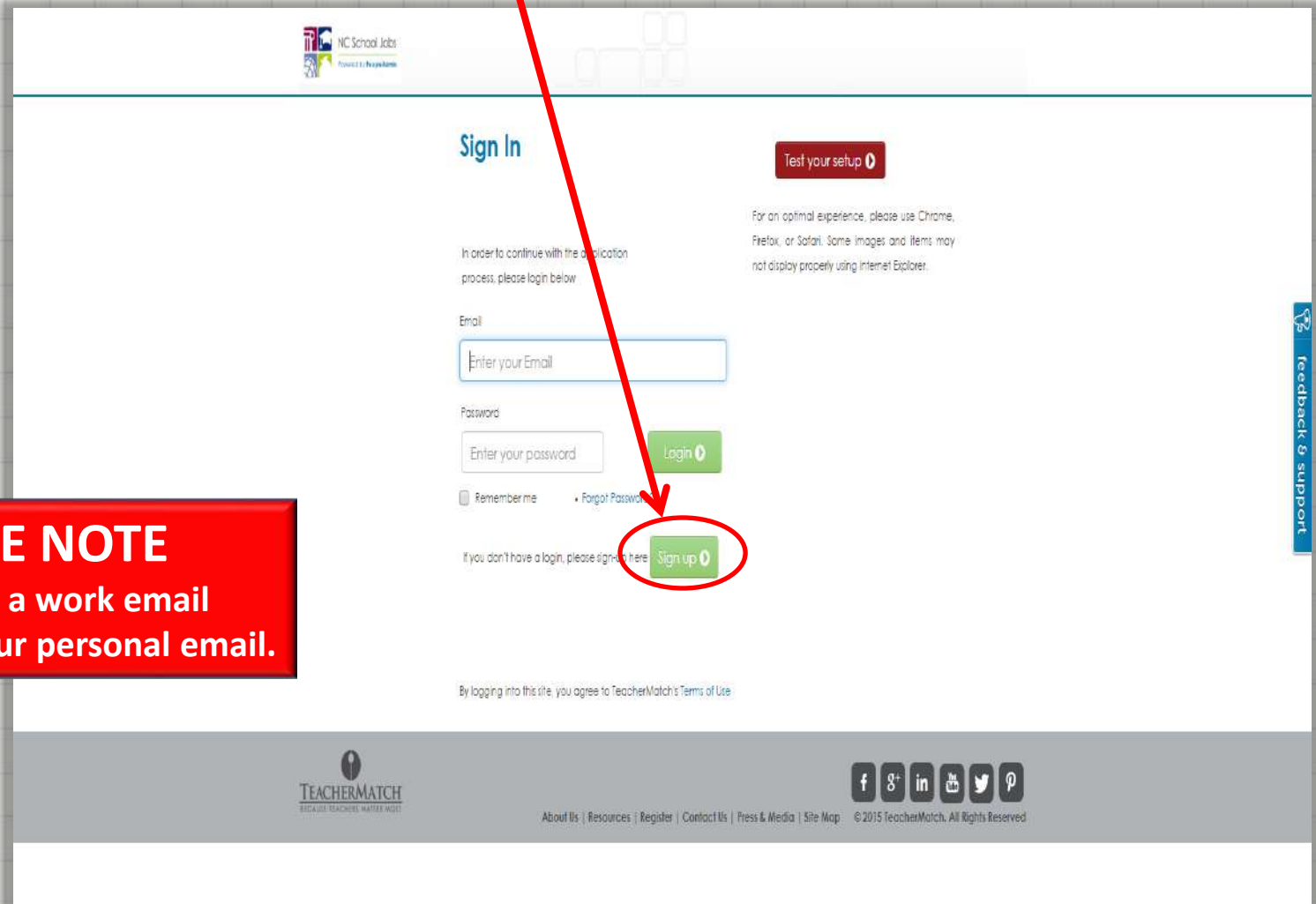
Subject(s)

Search

Already registered with TeacherMatch, please [click here](#) to login.
Do not have a TeacherMatch account, [signup here](#)

Job ID	Title	Zone	Subject	School	Address	End Date	Actions/Apply
271975	Office Support			Scotland High School	1000 West Church St, Laurinburg, North Carolina, 28352	Until filled	
22047	SCS Test: Substitute Job Category				322 S Main St, Laurinburg, North Carolina, 28352	Until filled	
22046	SCS Test: Bus Driver Job Category				322 S Main St, Laurinburg, North Carolina, 28352	Until filled	
	SCS Test: Classified Job				322 S Main St, Laurinburg,		

- ❖ Current Users - simply enter your email address, password, and click on login.
(Once logged in, Skip to page 12 of this handout if you need help setting up your profile - Skip to page 21 of this handout if you need help applying for positions)
- ❖ First Time Users - click on the **green Sign up button**.



The screenshot shows the TeacherMatch login page. At the top left is the 'NC School Jobs' logo. The main heading is 'Sign In'. Below it, a message states: 'In order to continue with the application process, please login below'. There are input fields for 'Email' (with placeholder 'Enter your Email') and 'Password' (with placeholder 'Enter your password'). To the right of the password field is a green 'Login' button. Below the password field are links for 'Remember me' and 'Forgot Password'. At the bottom of the login section, it says 'If you don't have a login, please sign up here' next to a green 'Sign up' button, which is circled in red. A red arrow points from the text 'green Sign up button' in the instructions above to this button. In the top right corner, there is a red button that says 'Test your setup'. On the far right, there is a vertical blue bar with the text 'feedback & support'. The footer contains the TeacherMatch logo, social media icons for Facebook, Google+, LinkedIn, YouTube, Twitter, and Pinterest, and a copyright notice: '© 2015 TeacherMatch. All Rights Reserved'.

PLEASE NOTE

Do NOT use a work email address. Use your personal email.

First Time Users: How to Sign Up

- ❖ Enter first and last name.
- ❖ Enter email address which is required.
- ❖ Select a password.
- ❖ Click on box next to “I’m not a robot”
- ❖ Then click Sign Up.

PLEASE NOTE

The name you enter here **MUST** match your legal name as it appears on your Social Security Card.

The screenshot shows the TeacherMatch sign-up page. At the top, there is a logo for 'NC School Jobs' and a 'Forward to Feedback' link. The main heading is 'Sign up' with a link for 'Already Registered? Log in'. The form fields include 'First Name' (filled with 'Suomi'), 'Last Name' (filled with 'Morris'), 'Email' (filled with 'suomimorris@mailinator.com'), and 'Password' (masked with dots). Below the password field, there is a 'Password Strength' indicator showing four green squares and the word 'Strong'. A checkbox labeled 'I'm not a robot' with a green checkmark is selected. A red arrow points from the text 'Click on box next to "I'm not a robot"' to this checkbox. Another red arrow points from the text 'Then click Sign Up.' to the 'Sign Up' button, which is a green button with a white right-pointing triangle. Below the button, a small line of text reads: 'By clicking the Sign Up button, you agree to TeacherMatch's Terms of Use.' The footer contains the TeacherMatch logo, social media icons for Facebook, Google+, LinkedIn, YouTube, Twitter, and Pinterest, and a copyright notice: '© 2015 TeacherMatch. All Rights Reserved.' There is also a 'Privacy Policy' link.

First Time Users: How to Sign Up

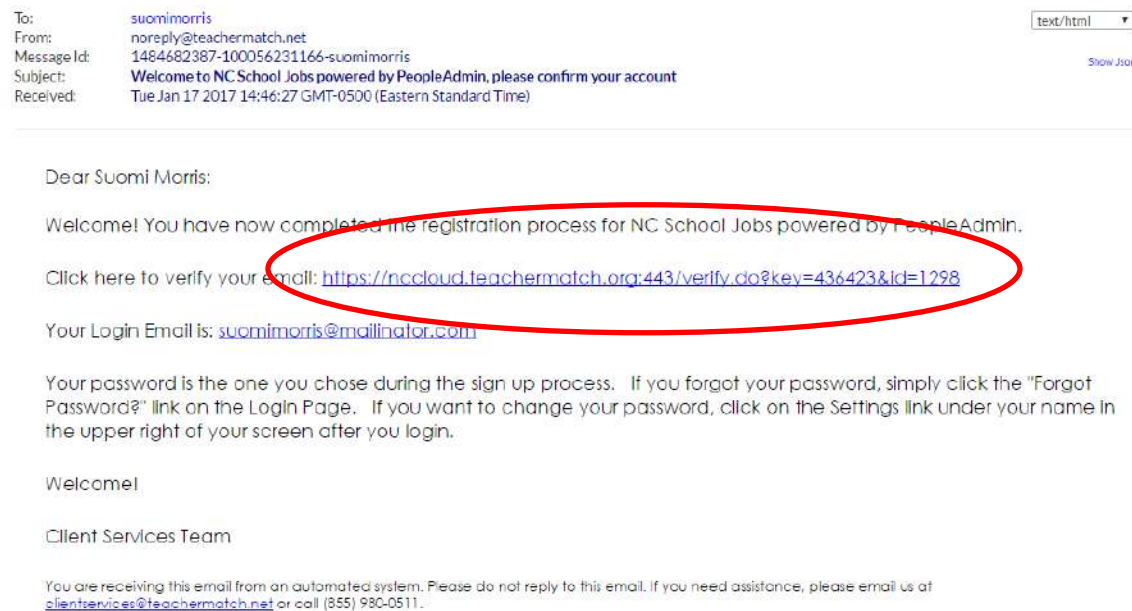
- ❖ After you click on Sign Up you will see the following message:

You have been successfully registered with TeacherMatch.
We have sent you an email with login details and an authentication link.
Please check your email to authenticate.
If you did not receive the authentication email, please check your spam box
or please send an email to us at

- ❖ Check inbox for email with login and authentication link. (It may be up to 10 minutes before you receive this email)


First Time Users: How to Sign Up

- ❖ Click on link in email to verify your email address.




- ❖ You will be directed back to the login screen. Simply enter your email address, password, and click on login.

FIRST TIME USERS: HOW TO SIGN UP

 **Set Preferences**

Please select your preferences for all of the types of places where you are interested and willing to work. Select all that apply.
(Based on the preferences selected by you, TeacherMatch configures the Jobs of Interest section for you on your Dashboard. Don't worry, you can always change them later.)

Geography * 


☐ Large urban

☒ Urban

☒ Suburban

☒ Rural


☒ Remote

Type * 

☒ Public

☐ Private

☐ Charter

Regions * 

Clicking blue links will expand and contract Regions. Use the checkboxes to select your Region(s) of Preference.

☐ All UK Regions


☐ Mid West

☐ Northeast


☒ South

☐ US Territories

☐ West

Keywords 

Please enter up to 5 keywords/phrases that describe your job interests, separated by commas.

Resume 

No file chosen


Recent resume on file: None

Profile Sharing *

☒ I agree to allow my profile to be viewed by other district administrators based on my set job preferences.

☐ I do not want my profile to be viewed by other district administrators.

You have just selected the state of North Carolina. If you have interest in specific areas of the state, rather than statewide, continue to drill down (click blue links) to levels that are more granular. Under North Carolina, you can choose an entire region of the state, specific counties in that region or individual school districts. If you only choose North Carolina, your profile will be available to all districts across the state. However, by choosing options that are more granular you target who can see your resume and profile. This also targets the jobs displayed in the Jobs Of Interest section that is featured on your dashboard.



❖ Select your preferences.
(Select all that apply).


Geography: Choose all
Type: Choose at least **PUBLIC**
Regions: Choose at least **SOUTH**

❖ Upload your resume
(if applicable for position applying for).

❖ Click if you would like to allow your profile to be viewed by other district administrators based on your preferences. (by not selecting agree, you may limit the ability of your application being seen by potential employers)

❖ Click **green** Save Preferences button.

Red * means required



Setting up a Profile

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org

Dashboard **Portfolio** Job Opps Job Preferences Power Profile



All Job Seekers!

Track your candidate strength on your **Profile PowerTracker**. When you complete the **TeacherMatch EPI**, where you can unlock all the game-changing tools and support to help you get the job you want.



Quest Connect
Professional
Perspectives and Support



Quest Academy
Reference and
Learning Center



Meet Your Mentor
Insightful, Go-To
Interview Advice



Toolkit Essentials
Smart Tips,
Tools and Aids



In The Q
Lifestyle
Perspectives

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	10	
Portfolio	Complete Now	
Educator's Professional Inventory	For Certified Positions Only	
Job Specific Inventory	Completed	
You have 0 Incomplete Job Specific Inventories		

Jobs of Interest	District Name	Actions
Math - Middle School	East Wake Academy	
Math Teacher - HS	Clover Garden	
Math Teacher - 11th grade	Lincoln Charter School	
DSPQ.option8_classified	Cumberland County Schools	
You have 1248 Not Applied and 0 Withdrawn		See All

Communications	Status	Actions
Portfolio Report	Incomplete	

Job Applications	Status	Actions
You have 0 Complete, 0 Incomplete, and 0 Timed Out		See All

After clicking on Save Preferences you will be routed to this screen, your dashboard.

Your dashboard is an overview of your activity with Teacher Match.

First step is to setup your Profile. You only have to setup your profile once for all positions. You can edit the information anytime you need to by following these steps.

❖ Click on Portfolio to get started.

Profile Setup – Personal Screen

The profile setup is organized by sections, seen across the top of screen:

- Personal
- Academics
- Credentials
- Experiences
- Affidavit

❖ Complete application requirements, which are indicated by a red asterisk *.

❖ Be sure to save section before moving to the next.

PLEASE NOTE

The name you enter here **MUST** match your legal name as it appears on your Social Security Card.

NC School Jobs
Powered by PeopleScience

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Personal Information

Suggestion? First Name* Last Name*

Miss Suomi Morris

Optional Equal Employment Opportunity Compliance (EEOC) Selections?

Race Gender

☐ American Indian or Alaskan Native? ☐ No Response

☐ Asian? ☐ Male

☐ Black or African American? ☒ Female

☐ Hispanic or Latino? ☐ Declined to Answer

☒ White? ☐ Native Hawaiian or Other Pacific Islander?

☐ Declined to Answer?

Zip Code* State* City*

27205 North Carol ASHEBORO

Country*

United States

Address Line 1*

1234 Any Street

Address Line 2

Phone? Mobile?

336 318 6100

Expected Salary \$

Save & Continue

Profile Setup – Academic Screen



Suomi Morris ▾

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal

Academics

Credentials

Experiences

Affidavit

+ Add a School

School/Dept ▾	Dates Attended ▾	Degree ▾	GPA	Field of Study ▾	Transcript ▾	Actions
---------------	------------------	----------	-----	------------------	--------------	---------

No record found.

Degree* No Degree

School/ Dept*

My School is Not Listed

Field of Study*

My Field is Not Listed

High School Dip

Other

General Studies

Transcript

2000

to

2004

Choose File

No file chosen

Clear

GPA ?

Cumulative

Save Section

Cancel

Save & Continue

- ❖ Add information to each section by clicking the +Add on the right hand side of each section. (Enter at least high school)
- ❖ Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try "Other".
- ❖ Once you have completed typing click on the **blue** Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click on the **green** Save & Continue button.

Profile Setup – Credential Screen

- ❖ Add information to each section by clicking the +Add on the right hand side of each section.
- ❖ Enter your information by typing and then selecting best fit from the list.
 - If you DO NOT hold a teachers license, you will click add, then under Certification/Licensure Status, select Don't Have Any Certifications.
- ❖ Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.

NC School Jobs
Powered by PowerSchool

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics Credentials Experiences Affidavit

Credentials

Are you a certified teacher?

☐ Yes ☒ No

National Board Certification/Licensure*

☒ No ☐ Yes

If required, would you be willing to serve as a substitute/part-time teacher?

☒ No ☐ Yes

Teach For America Affiliate*

Certification/Licensure

+ Add Certification/Licensure

Name	State	Year Received	Status	Source	Actions
No record found.					

Certification/Licensure Status*

Select Certification/Licensure Status Applied For Current
Don't Have Any Certifications
Planning to Apply

Certification Type*

Select

State*

Select State

Certification/Licensure Name*

Certification/Licensure Not Listed?

Grade Level(s)

☐ PK ☐ KG ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Certification/Licensure Letter

Choose File No file chosen

Clear

Save Section Cancel

References

Video Links

Additional Documents

Save & Continue

Profile Setup – Credential Screen

- ❖ Add information to each section by clicking the +Add on the right hand side of each section.
- ❖ Once you have completed typing click on the **blue** Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click on the **green** Save & Continue button.

PLEASE NOTE

You MUST enter at least three (3) references and one (1) MUST be a current supervisor or your most recent supervisor.

NC School Jobs
Account to Postsecondary

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal Academics **Credentials** Experiences Affidavit

Are you a certified teacher?
☐ Yes ☒ No
National Board Certification/Licensure?
☒ No ☐ Yes
If required, would you be willing to serve as a substitute/part-time teacher?
☒ No ☐ Yes
Teach For America Affiliate?
No

Certification/Licensure

References

+ Add Reference

Ref Name	Title	Organization/Emp.	Email	Rec. Letter	Contact No.	Can Contact	Actions
Mrs. Sharon Armstrong	Secretary	Stall High School	sharonarmstrong@charl...		0123456789	Y	Edit Deactivate
Mr. Joe Bessinger	Coach	Stall High School	joebessinger@charlستا...		0123456789	Y	Edit Deactivate
Mr. Kim Wilson	Principal	Stall High School	kimwilson@charlستان...		0123456789	Y	Edit Deactivate

Solution: [Dropdown]
First Name: [Text]
Last Name: [Text]
Title: [Text]
Organization: [Text]
Contact Number: [Text]
Email: [Text]
Recommendation Letter: [Choose File] No file chosen
Can this person be directly contacted by the hiring authority?
☒ Yes ☐ No

Save Section Cancel

Video Links

Additional Documents

Save & Continue

Profile Setup – Experience Screen



Suomi Morris

Dashboard Portfolio Job Opps Job Preferences Power Profile

Personal

Academics

Credentials

Experiences

Affidavit



After you upload your resume, it is critical to populate all applicable Employment, Involvement and Honors information below.

Resume

Your resume should clearly convey work history, achievements, and leadership experiences (if applicable). Acceptable resume formats include PDF, MS-Word, GIF, PNG, and JPEG files. Maximum file size: 5MB. When you are attaching your resume, it is recommended that you use a PDF format. If you are unsure how to do this, please google "How to save as PDF". It is usually as simple as "Save As", and using the drop down for format, "PDF" will be an option.

Resume*

Choose File No file chosen

Recent resume on file: None

Employment History

+ Add Employment

Role	Organization/Emp. Type	Duration	Type of Role	Actions
No record found.				

Involvement/Volunteer Work

Honors

Save & Continue

- ❖ If applicable for the position you are applying – You will need to upload your resume here.
- ❖ Add information to other sections by clicking the +Add on the right hand side of each section.
- ❖ Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try "Other".
- ❖ Once you have completed typing click on the **blue** Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- ❖ When finished on a page, click on the **green** Save & Continue button.

PLEASE NOTE

When entering employment history. Start with your most current position and enter in chronological order.

Profile Setup – Affidavit Screen

❖ Read Terms and Conditions of Use.

❖ Click on the confirm button.

❖ Then click on the **green** Complete button. You will now be directed back to your dashboard.



Dashboard Portfolio Job Opps Job Preferences Power Profile



Personal



Academics



Credentials



Experiences



Affidavit



Affidavit

TeacherMatch.com Candidate Portal TERMS AND CONDITIONS OF USE

PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING the TeacherMatch.com Candidate Portal (this "Portal"). You have been asked to access the Portal by a potential employer in connection with the potential employer's decision of whether to hire you. Your use of this Portal is expressly conditioned on your acceptance of the terms and conditions that follow. By using this Portal, you signify your agreement to these terms and conditions. If you do not agree with any part of these terms and conditions, do not use this Portal. This Portal is not directed to and is not open for use by anyone younger than the legal age to work in the state or province in which employment is sought. Further, any person who provides personal information through this Portal represents to either (a) being eighteen (18) years of age or older, or (b) if under eighteen (18) years of age, having informed your legal guardian of the content of this Affidavit and having obtained his or her consent to these terms and conditions..

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ALL RIGHTS RESERVED..

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2. **AGE AND RESPONSIBILITY..** You represent that you are at least the legal age to work in the state or province in which you seek employment. You acknowledge that: (a) in using this Portal you may create binding legal obligations for any liability you may incur as a result of the use of this Portal; and (b) you understand that you are

☒ I confirm that I have read the affidavit of integrity and agree to abide by its terms.

Complete

Congratulations!

Your profile is complete.

❖ Click on Job Opps to get started on your job search.

From your dashboard you will also be able to see at a glance the jobs you have completed an application for as well as any incomplete applications.

The screenshot shows the NCS School Jobs dashboard. A red circle highlights the 'Job Opps' tab in the top navigation bar, with a red arrow pointing to it from the text 'Click on Job Opps'. Another red circle highlights the 'Job Applications' table in the bottom right section, with a red arrow pointing to it from the text 'From your dashboard you will also be able to see at a glance the jobs you have completed an application for as well as any incomplete applications.'.

Dashboard Navigation: Dashboard, Portfolio, **Job Opps**, Job Preferences, Power Profile

All Job Seekers!

Track your candidate strength on your Profile PowerTracker. When you complete the TeacherMatch EPI, where you can unlock all the game-changing tools and support to help you get the job you want.

54 ADVANCED ENGAGEMENT

Guest Connect: Professional Perspectives and Support

Guest Academy: Reference and Learning Center

Meet Your Mentor: Insightful, Go-To Interview Advice

Toolkit Essentials: Smart Tips, Tools and Aids

In the G: Lifestyle Perspectives

Personal Planning	Status	Actions
Job Preferences	Completed	
Power Profile	54	
Portfolio	Completed	
Employer's Professional Inventory	Not Required	
Job Specific Inventory	Completed	

You have 0 Incomplete Job Specific Inventories

Jobs of Interest	District Name	Actions
Math - Middle School	East Wake Academy	
5th Grade Teacher	Lake Norman Charter	
Math Teacher - HS	Clover Garden	
Math Teacher - 11th grade	Lincoln Charter School	

You have 1252 Not Applied and 0 Withdrawn. [See All](#)

Communications	Status	Actions
Portfolio Report	Completed	

Job Applications	Status	Actions
Scenario Substitute	Incomplete	
Transportation Mechanic	Completed	

You have 1 Complete, 1 Incomplete, and 0 Timed Out. [See All](#)




Applying for a Position


PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org

Step 1

- ❖ Type in **Scotland County School System** under District and click on the **green Search** button to narrow your search.

- ❖ Review the list of available positions and identify the position(s) to which you would like to apply.

- ❖ Click the Apply icon  to begin the application process

 **Scotland County Schools Job Board**
322 S Main St, Lenoir, North Carolina, 28352, Phone #: 910-276-1138

Keywords:

Search for jobs by any keyword, branch name, district name, zip code and more.....

School/ Dept:

Jobs Category:

Subject(s):




Zip Code:

State:

Zone:

Search

Already registered with TeacherMatch, please [click here](#) to login
Do not have a TeacherMatch account, [signup here](#)

Job ID	Title	Zone	Subject	School	Address	End Date	Actions/Apply
276244	Physical Education (Grades K-12) Test			Scotland High School	1000 West Church St, Lenoir, North Carolina, 28352	Until filled	
271975	Office Support			Scotland High School	1000 West Church St, Lenoir, North Carolina, 28352	Until filled	
22047	SCS Test: Substitute Job Category				322 S Main St, Lenoir, North Carolina, 28352	Until filled	

Step 2

- ❖ The next screen you see will be the job posting. Click on one of the **green** Apply buttons to enter the application.



SCS is in a prime location, as you are within 2 hours driving distance of Raleigh/Durham, Charlotte and Myrtle Beach, SC. Additionally, Scotland County is within an hour of Fayetteville and Pinehurst.

Our district will include a total of 12 schools: 1 high school, 2 middle schools, 7 elementary schools, 1 alternative school and 1 early college high school.

Job Title

Physical Education (Grades K-12) Test

Apply

Cancel

District Name

Scotland County Schools

Site/Department Name

Scotland High School

1000 West Church St, Laurinburg, North Carolina, 28352

Posted on

Sep 13, 2016, 12:01 AM EST

Expiration Date

Until Filled

Job Description

Volleyball Coach- TESTING

Job Qualification

You must have Teaching Certs! -test

Apply

Cancel

Step 3

- ❖ Once you click on apply, you will see the following screen.
- ❖ The cover letter is optional. If you choose to type in your cover letter make sure you check the appropriate circle.
- ❖ Then click **green** continue.

Cover Letter X

When you click continue, if you are not already logged into a TeacherMatch account, you will be directed to a log-in page, where you will need to log in or set up an account to continue with your application.

☒ I do not want to add a cover letter

☐ Please type in your cover letter

☐ I am currently an employee of this District

Continue Close

Step 4

This is **required** information for all Scotland County School System applicants.

- ❖ You **MUST** submit your social security number.
(If you are licensed it will potentially auto-populate licensure information, education, and other key information)
- ❖ Confirm all information and complete all information with a **red asterisk ***.
- ❖ Then click the **green** Save & Continue button.

PLEASE NOTE
The name you enter here **MUST** match your legal name as it appears on your Social Security Card.

Required Application Items for Randolph County School System

All applicants are required to provide the following information. If you have already provided this information previously and there is no change and/or updates, please feel free to continue by clicking on "Save and Continue" button below. However if this information has changed, then please update the relevant details below and then click on "Save and Continue".

Personal Information*

Salutation* First Name* Middle Name Last Name*

Last 4 of SSN*

A Social Security number is optional but requested for the following reasons: verification of employment eligibility, integration with existing systems (i.e., Licensure, Payroll), distinguishing between individuals with the same name, and conducting investigations of personal and employment history, and other tasks required to complete the staffing process.
NOTE: When applying for a new job, if your application already has the SSN present, you must click Submit SSN to load your NC Licensure data on the new application.

Address*

Address Line 1*

Address Line 2

Country*

Zip Code* State* City*

Phone Number

Phone*

Expected Salary \$

Step 5

❖ Answer all of the Mandatory Declaration questions, if you select yes, an explanation is required.

❖ Then click on the **green** continue button.

Mandatory Declarations

The District requires all the applicants to answer the following questions. If you have already answered them previously and there is no change and/or updates to the previous response, please feel free to continue to the Next screen. However, if the information has changed from the last time you responded to these questions, then please update it accordingly.

Question 1 of 11

Note: Please select N/A if you are a male younger than 18 or older than 25, or a female. If you are a male who is 18 through 25 years of age, are you registered with Selective Service (Draft)?

- ☐ Yes
☐ No
☐ N/A

If No, explain.

Question 2 of 11

Are you a US Citizen or an alien with work authorization?

- ☐ Yes
☐ No

Question 3 of 11

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

- ☐ Yes
☐ No

Question 4 of 11

Does your name appear on any Sex Offender Database in any state or country?

- ☐ Yes
☐ No

Question 5 of 11

Have you ever had any indicated finding of child abuse filed in your name?

- ☐ Yes
☐ No

If yes, explain, and provide dates.

Question 6 of 11

Do any of your relatives work in the NC Public Schools System?

- ☐ Yes
☐ No

Please Explain.

Question 7 of 11

NC State law provides applicants the right not to disclose any arrest, charge or conviction that has been expunged.

Continue

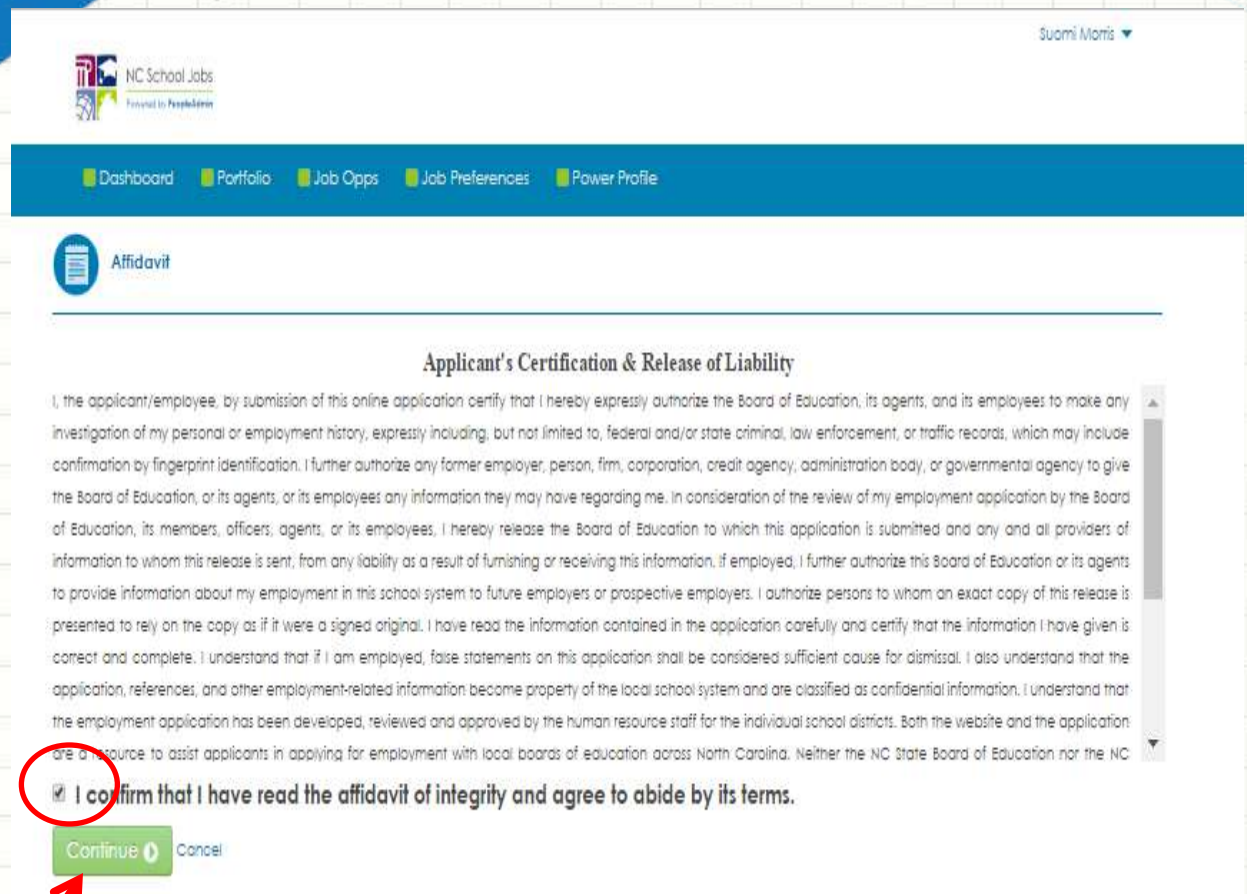
Close

Step 6

❖ Review the Certification & Release of Liability Affidavit.

❖ Click on the box to confirm.

❖ Click the green continue button.



The screenshot shows the NC School Jobs application portal. At the top, there is a header with the NC School Jobs logo and the text "Provided by PeoplePower". Below the header is a navigation bar with links to Dashboard, Portfolio, Job Opps, Job Preferences, and Power Profile. The main content area is titled "Affidavit" and contains the "Applicant's Certification & Release of Liability" section. This section includes a long paragraph of legal text. At the bottom of the text, there is a checkbox labeled "I confirm that I have read the affidavit of integrity and agree to abide by its terms." which is checked. Below the checkbox is a green "Continue" button with a right arrow and a blue "Cancel" button.

NC School Jobs
Provided by PeoplePower

Dashboard Portfolio Job Opps Job Preferences Power Profile

Affidavit

Applicant's Certification & Release of Liability

I, the applicant/employee, by submission of this online application certify that I hereby expressly authorize the Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administration body, or governmental agency to give the Board of Education, or its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents, or its employees, I hereby release the Board of Education to which this application is submitted and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. If employed, I further authorize this Board of Education or its agents to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom an exact copy of this release is presented to rely on the copy as if it were a signed original. I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that the application, references, and other employment-related information become property of the local school system and are classified as confidential information. I understand that the employment application has been developed, reviewed and approved by the human resource staff for the individual school districts. Both the website and the application are a resource to assist applicants in applying for employment with local boards of education across North Carolina. Neither the NC State Board of Education nor the NC

☒ I confirm that I have read the affidavit of integrity and agree to abide by its terms.

Continue Cancel

Congratulations!

You have applied for a position with the Scotland County School System.

After applying for a position you will be directed back to this screen.

From here you can apply for additional positions simply by repeating the previous six (6) steps.

The screenshot displays the NC School Jobs application portal. At the top, the user is logged in as 'Suomi Morris'. The navigation bar includes links for Dashboard, Portfolio, Job Opps, Job Preferences, and Power Profile. The main section is titled 'Teacher - Jobs of Interest'. It features search filters for District (set to 'Randolph County School System'), City (set to 'All'), Zone (set to 'All'), School/Department Name, State (set to 'All'), and Subject (showing 'No record found.'). A 'Search' button is present. Below the filters, there is a table of job openings with columns for Job Title, Expiration Date, District Name, Zone, School/Dept, Address, Job Status, and Actions. The table lists three jobs: Transportation Mechanic, Elementary Education (Grades K - 6), and Exo Children-Adapted Curriculum. The bottom of the page shows '1 - 21 of 21 Records' and a 'Records Per Page' dropdown set to 50. A footer note says 'Don't see the job you are looking for? Click here to view more jobs in your region.'

Job Title	Expiration Date	District Name	Zone	School/ Dept	Address	Job Status	Actions
Transportation Mechanic	Until filled	Randolph County School System		Transportation	2234-A Enterprise Street, Asheville, North Carolina, 27205	Completed	Print Email Share
Elementary Education (Grades K - 6)	Until filled	Randolph County School System		Franklinville Elementary	162 Pine St, Franklinville, North Carolina, 27248	Available	Print Email Share
Exo Children-Adapted Curriculum	Until filled	Randolph County School System		Trinity Elementary	8457 Braxton Craven Rd, Trinity, North Carolina, 27370	Available	Print Email Share



Thank you for applying with the
Scotland County School System.

If you still have questions on how to set up a profile or
apply for a position call PeopleAdmin support
1-855-980-0511 (7:00am – 8:00pm EST)
or email applicants@teachermatch.org