

# APPLICATION PROCESS FOR CERTIFIED POSITIONS

## *The Application Process*

### **Certified Positions**

The application process consists of two (2) parts:

#### **PART 1**

1. Click on [www.teachgeorgia.org](http://www.teachgeorgia.org).
2. Click on "Register Here" and complete all fields (save your username and password)
3. Complete application. Click on "Profiles" and complete all profiles.
4. Complete a "Job Search" for Murray County vacancies. Click on "position" and once the appropriate position has been selected, then click on "Apply for this Job".

#### **PART 2**

1. When a vacancy occurs, the hiring administrator selects applicants from among the qualified applicants and conducts interviews. Applicants are interviewed in the school/department where the vacancy exists.
2. After interviewing, the administrator checks references of the applicant to be recommended prior to submitting the recommendation to Human Resources.  
  
References are completed via telephone or personal interviews.
3. Upon receipt of a recommendation from the administrator, and approval of the Board of Education, the **Human Resources Department will schedule an appointment for fingerprinting**. Documents that may be required at this time include:
  - Official transcripts from all colleges and universities
  - Copies of valid Georgia or out-of-state teaching certificates
  - Copies of Praxis/GACE or other content-oriented assessment test scores
4. All persons are employed by official action of the Board of Education upon recommendation of the Superintendent. **All recommendations are pending approval by the Board of Education.**

For information regarding Georgia teacher certification, go to the Georgia Professional Standards Commission web site – <http://www.gapsc.com/>

**THANK YOU FOR YOUR INTEREST IN THE MURRAY COUNTY SCHOOLS!**