

Questions

- 1) How can I find out if there are any certified positions available in Charlton County?
- 2) How can I become a Substitute Teacher?
- 3) Am I eligible for a Georgia educator certificate?
- 4) What documents are needed to convert an out of state teaching certificate to a Georgia professional teaching certificate?
- 5) What are the procedures regarding the "Request for Dissemination of Records and Individual's Consent" form?
- 6) What are the procedures regarding the "Drug-Free Workforce Policy"?
- 7) What are the procedures regarding the "Contract of Employment" for certified personnel?
- 8) What are the procedures regarding the "Verification of Professional Employment" form?

Answers

- 1) **Q How can I find out if there are any certified positions available in Charlton County?**

A [Openings for certified positions are posted on www.TeachGeorgia.org](http://www.TeachGeorgia.org)

- 2) **Q How can I become a Substitute Teacher?**

A [If you're interested in working as a substitute for our district, please visit Source4Teachers' website to apply or call 877.983.2244 for more information.](#)

- 3) **Q Am I eligible for a Georgia educator certificate?**

A [Routes leading to initial Georgia certification are outlined at: http://www.gapsc.com/ProspectiveEducator/routesToInitialCertification.aspx](http://www.gapsc.com/ProspectiveEducator/routesToInitialCertification.aspx)

- 4) **Q What documents are needed to convert an out of state teaching certificate to a Georgia professional teaching certificate?**

A [If your out-of-state certificate meets certain requirements, it is possible to get a Georgia certificate based on interstate reciprocity. Additional information is available at: http://www.gapsc.com/MovetoGeorgia/outOfStateEducators.aspx](http://www.gapsc.com/MovetoGeorgia/outOfStateEducators.aspx)

- 5) **Q What are the procedures regarding the "Request for Dissemination of Records and Individual's Consent" form?**

A **[REQUEST FOR DISSEMINATION OF RECORDS AND INDIVIDUAL'S CONSENT FORM](#)** - Please complete the top portion of this form, have it notarized and take the form to the Charlton County Sheriff's Office along with a fee of \$50.00 for LiveScan fingerprinting and criminal background check.

- 6) **Q What are the procedures regarding the "Drug-Free Work Force Policy"?**

A **[DRUG-FREE WORK FORCE POLICY](#)** - Please read the policy, sign and date the last page and return it with your contract or other new employee paperwork.

- 7) **Q What are the procedures regarding the "Contract of Employment" for certified personnel?**

A **[CONTRACT OF EMPLOYMENT](#)** - Please verify that all information is correct before adding signature and date to the front of the contract. The "Oath of Allegiance" must also be signed on the back of the contract and notarized before submitting.

- 8) **Q What are the procedures regarding the "Verification of Professional Employment" form?**

A **[VERIFICATION OF PROFESSIONAL EMPLOYMENT](#)** - Please complete and sign the employee section before mailing to your previous school system to document years of employment.