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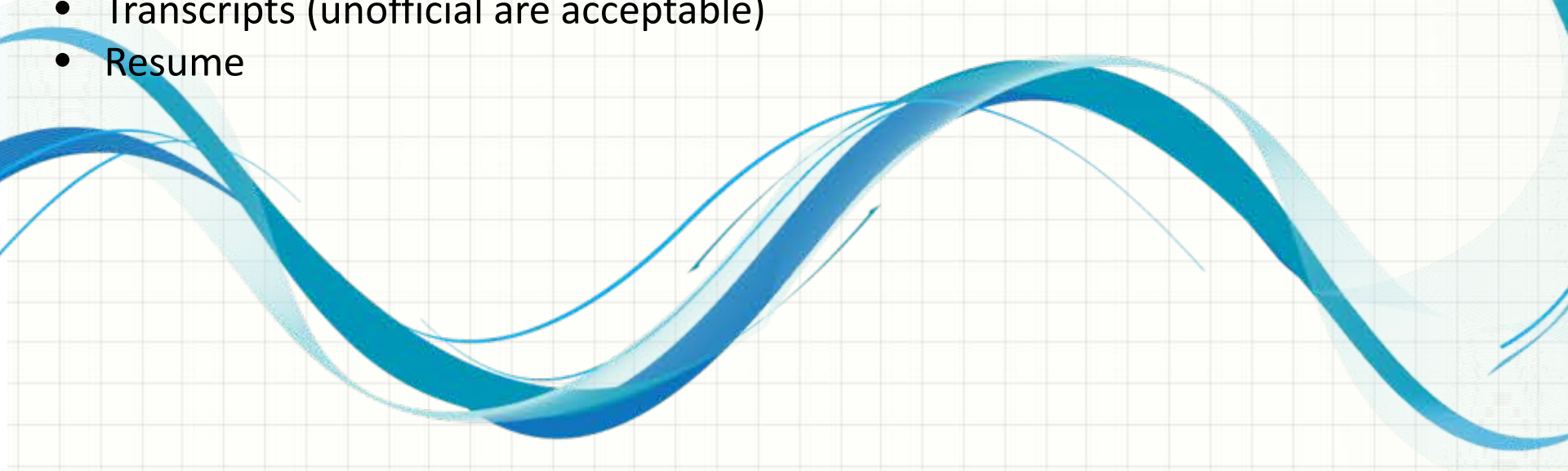
PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org

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**)

❖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	Jobs Category	Subject(s)
	All	All
Zip Code	State	
	All	
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
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	✎
22045	SCS Test: Classified Job				322 S Main St, Laurinburg,	Until filled	✎

❖ 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.
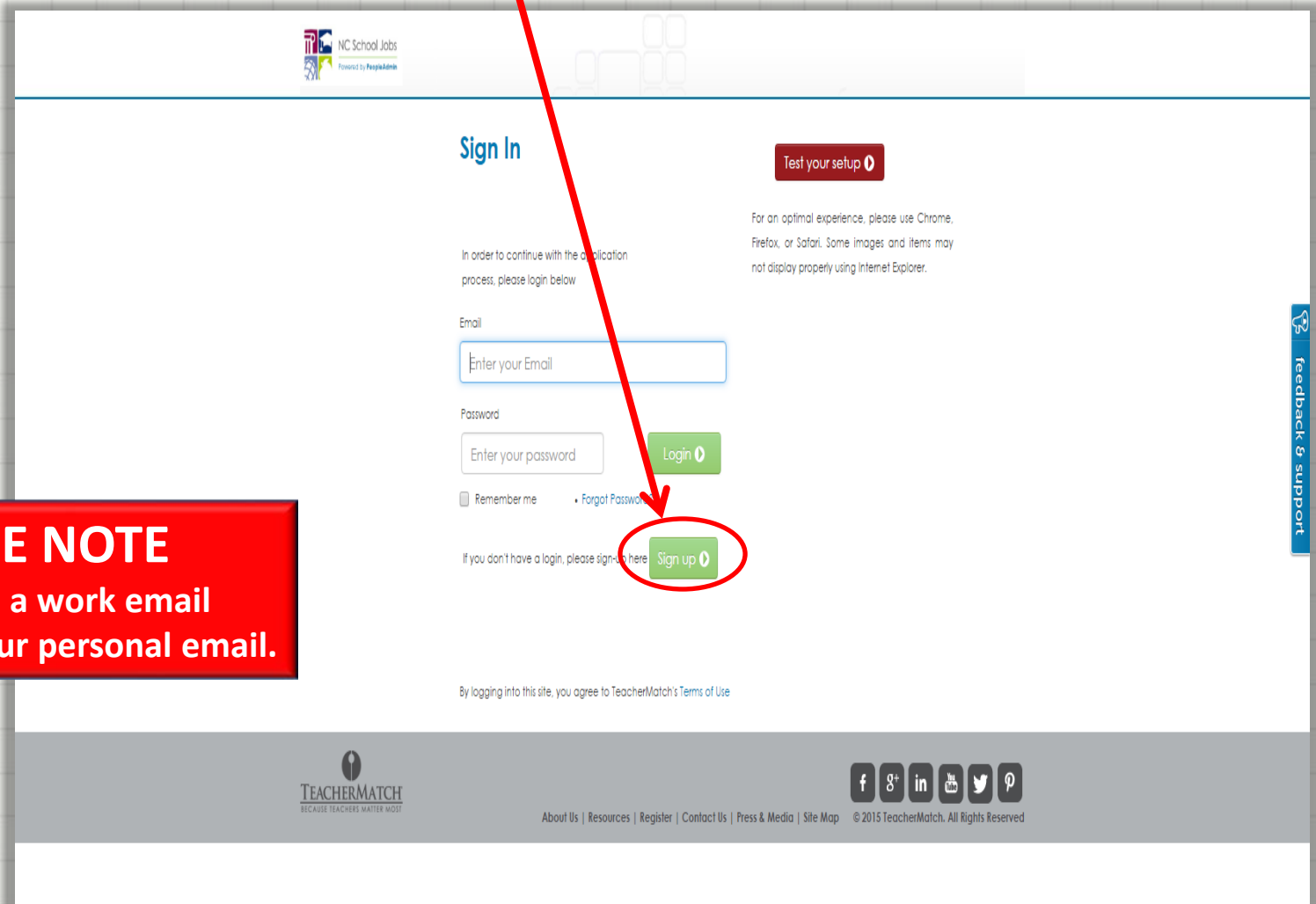
PLEASE NOTE
Do NOT use a work email address. Use your personal email.

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.

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Sign up

Already Registered? Login

First Name *
Suomi

Last Name *
Morris

Email *
suomimorris@mailinator.com

Password *
....

Password Strength
■ ■ ■ ■ Strong

Please Select Checkbox *

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Sign up ▶

By clicking the Sign Up button, you agree to TeacherMatch's Terms of Use.

TEACHERMATCH
BECAUSE TEACHERS MATTER MOST

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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.
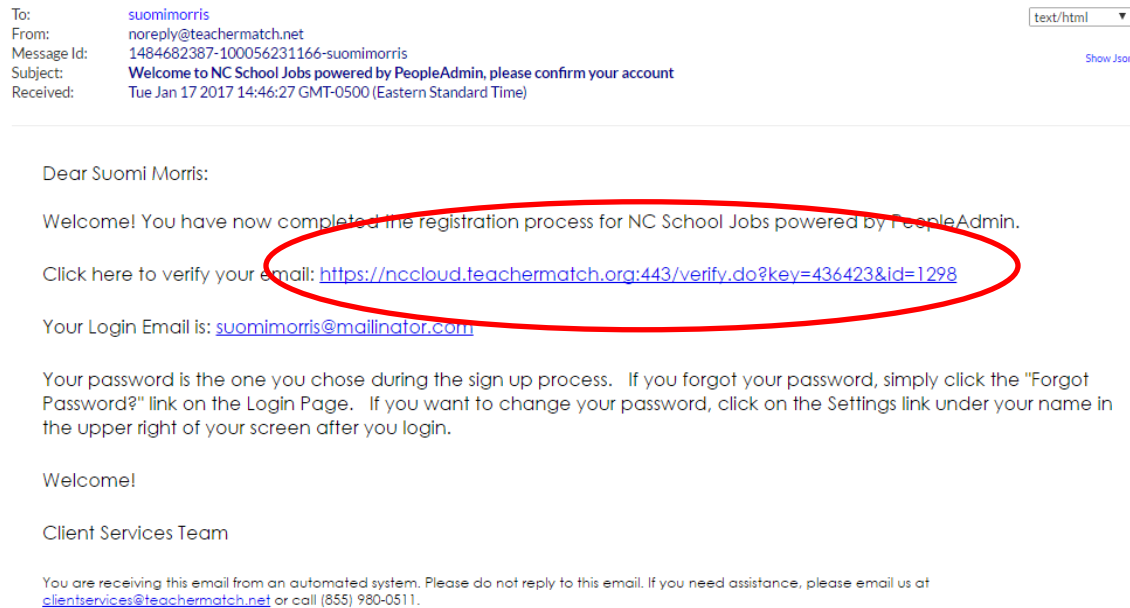>
> Please check your email to authenticate.
>
> If you did not receive the authentication email, please check your spam box
>
> or please send an email to us at

❖ 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.

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 five keywords/phrases

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

Resume
Choose File   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.

Save Preferences ⦿

❖ 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

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.

Profile Setup – Academic Screen

❖ 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.

❖ 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.

Profile Setup – Experience Screen

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■ Dashboard ■ Portfolio ■ Job Opps ■ Job Preferences ■ Power Profile

✓ Personal ✓ Academics ✓ Credentials ○ Experiences ○ Affidavit

Experiences

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 20MB. 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.

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.

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

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   Apply ▶   Cancel

Physical Education (Grades K-12) Test

District Name   **Site/Department Name**

Scotland County Schools   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

Must have Coaching Certs! -Test

Apply ▶   Cancel
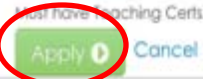
Step 3

❖ 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

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 **<u>required</u>** 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   X

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*
Mrs. ▾	Suomi		Morris

Last 4 of SSN ?
6789 ✎

[Submit 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*

123 Any Street

Address Line 2

Country*

United States ▾

Zip Code*	State*	City*
27205	North Carolina ▾	ASHEBORO ▾

Phone Number

Phone* ?

336 - 555 - 1234

Expected Salary $

30000

[Save & Continue ❯] [Close]

Step 5

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

❖ Then click on the green continue button.

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

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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

❖ Review the Certification & Release of Liability Affidavit.

❖ Click on the box to confirm.

❖ Click the green continue button.

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.

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