

## ROME CITY SCHOOLS

[www.rcs.rome.ga.us](http://www.rcs.rome.ga.us)

### INSTRUCTIONS

We thank you for your interest in employment with the Rome City School System. We recommend carefully following the guidelines below so that we may quickly process your application and give you consideration for employment. Failure to follow the guidelines may result in a delay in the processing of your application.

#### **The Application Form:**

1. Please complete **all** information requested on the application form. We require complete addresses for the applicant and all reference names. Please do not write “see resume” on the reference portion of the application.
2. First-year teachers are encouraged to provide a placement file to our human resources office, if you are graduating from a college or university that utilized a placement file system. First-year teachers are required to provide us the name and contact information for your cooperating/supervising teacher during student teaching.
3. Experienced teachers are required to include the name and contact information for your most current and most recent supervising principal.
4. Transcript copies must be provided. Copies are acceptable for submission with the application. Official transcripts will be required if a job offer is extended. Applications without transcripts will be accepted but not processed further until transcript copies are received in the human resources office.
5. Applicants must submit copies of teaching certificates issued by any state, including Georgia.
6. Applicants must provide a copy of the appropriate Georgia-required content test (currently the GACE test, previously the PRAXIS test) or a **state-required** test utilized to secure a teaching certificate in a state other than Georgia. **This information is used for determining if an applicant is “highly qualified” according to the federal legislation entitled: *No Child Left Behind*. (Please note that, at this time, the definition and guidelines for becoming “highly qualified” may vary from state to state.)**
7. Applicants may submit any supporting data they wish to be considered with the application. Supporting data may include: resume, certificates of recognition or academic excellence, service awards related to the teaching profession, etc. Please submit only copies as these documents will not be returned and will be made a part of the application file.
8. Applications are stamped with the “date of receipt” when they arrive in the human resources office. **An application will remain in the active file one-year from the date of receipt.**
9. Applicants are requested to notify the human resources office if they no longer wish to be considered for employment in the Rome City School System.

**OVER**

### **Interviews:**

Interviews are scheduled with selected applicants after a review and screening of the completed applications in the active file. Applicants are selected for interviews based upon the information that is provided in the application form. Therefore, it is very important that the application be thoroughly and accurately completed. The qualification information, provided by the applicant, will be carefully considered and reviewed in light of the needs of the school system.

Interviews for the upcoming school year generally begin as early as March. Interviews will occur anytime an unexpected vacancy occurs.

### **Applicants are requested to refrain from phoning principals and requesting an interview.**

Principals have access to all completed applications and will review applications as a part of the selection process. It is not necessary to copy an application to a principal.

### **Employment:**

Current Georgia law requires that an applicant be fingerprinted upon the acceptance of a job in a public school system. Employment in the school system is temporary pending receipt of a background check that is acceptable to the Superintendent and the Rome Board of Education. The new employee is responsible for paying any fee charged by law enforcement for the processing of the background check.

An offer of employment is not final until the superintendent has recommended an applicant to the Rome Board of Education and the board has approved employment. This must occur in an official meeting of the school board.

### **Certification:**

Current information regarding Georgia requirements for an educator certificate may be found on the website of the Georgia Professional Standards Commission (PSC) at: [www.gapsc.com](http://www.gapsc.com).

### **Please return your RCS application for employment to:**

**Rome City Schools  
Human Resources Office  
508 E. Second Street  
Rome, GA 30161**

**The application is also available on our website: [www.rcs.rome.ga.us](http://www.rcs.rome.ga.us). Click on “departments”.**

*In compliance with the “Georgia Smoke Free Air Act of 2005” we are notifying all prospective employees that the Rome City School System is a “tobacco free” work environment as per Rome Board of Education policy JCDA.*