



COLUMBUS COUNTY SCHOOLS

Accredited by the State Board of Education and the Southern Association of Colleges & Schools

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Dear Prospective Teacher:

Thank you for your interest in the Columbus County School System.

This portfolio will provide background information on our school system's mission, vision, building principles and program opportunities. We are extremely proud of the support our school system receives from the greater communities in promoting and developing a school system committed to total quality. Realizing the future rests in the minds, hearts, and attitudes of the young people in our schools today, we eagerly accept the challenges of meeting their individual needs for continuous improvement.

Please feel free to contact our office should you desire additional information about Columbus County Schools.

Sincerely yours,

**Alan Faulk
Assistant Superintendent
Human Resource Services Director**

APPLICATION PROCEDURES

LICENSED Personnel

The Columbus County School System appreciates your interest in seeking employment with us. In completing the on-line application process, it is your responsibility to:

1. Send a degree-dated copy of your college or university transcripts.
2. Send a photostatic copy of your North Carolina teacher's certificate, certificate from another state, or a letter from the university stating that requirements have been met and credentials filed with Raleigh for certification.
3. Send a copy of your National Teacher's Examination (NTE) scores or Praxis II Subject test scores. Copies may be requested from National Teacher's Examinations, Educational Testing Service, PO Box 911-R, Princeton, NJ 08540.
4. Submit four references (forms enclosed).
5. Send a placement file, if available.
6. Notarized criminal history record to be provided by the state bureau of investigation from the state in which you currently reside (out-of-state applicants).
7. Send a copy of your Effective Training Certificate (ETT) if available.
8. Upon initial employment with Columbus County Schools, you will be required to submit a Health Examination Certificate (form enclosed). This certificate must be received prior to your initial employment and must not be over one (1) year old.

It is very important that all of the above requirements are met. As soon as your application is received, an acknowledgement will be forwarded to you. As vacancies occur, the principal or appropriate administrator will select from the file the applicants whom he/she wishes to interview. The personnel department will contact applicants who are referred for a specific vacancy. An interview will be scheduled with the principal or appropriate administrator who will interview and make recommendations for filling the vacancy. Applicants should not contact individual administrators concerning vacancies nor should self-referrals be made since a centralized applicant pool is used.

Lateral entry applicants must have a bachelor's degree directly related to the subject area they are applying to teach and have a cumulative grade point average of at least 2.5.

A recommendation from the principal or appropriate administrator will be presented to the Superintendent. The Superintendent will then make the recommendation to the Board of Education. Applications will be kept on file until September 1 of each year. Applicants will be mailed a "Request to Update" form to keep their application active for the next school year. "Request to Update" form must be received prior to September 30 to have your application returned to active status.

If you have any questions pertinent to the above procedures, please call Alan Faulk, Assistant Superintendent for Human Resource Services, at (910) 642-5168.

Revised 6/18/03

ON-LINE APPLICATION PROCEDURES

The North Carolina Department of Public Instruction has adopted an on-line application for employment. During the 2005-2006 school year, Columbus County Schools will only be considering applicants whose application is in this system.

If you are still interested in seeking employment with our system, we are asking that you complete your application on line at www.ncpublicschools.org. Below you will find the steps you will need to follow.

1. Upon opening this website you will need to click on the Employment and Licensure section.
2. Click How to Apply tab.
3. Click Apply on line.
4. Click The North Carolina Application System Web Site.
5. Complete new user registration.
6. Complete the application.
7. Be sure to have your application released to Columbus County Schools.
8. Be sure to click and complete the final step

Should you have difficulty accessing this application you will need to contact the help desk at (919) 807-4357.

Upon completion of your application, you are asked to forward an email alanfaulk@columbus.k12.nc.us be sure to include your social security number or date of birth, in order for us to make sure your application is available for review and consideration. It will be 24 hours after you complete the application before it can be received by our office.

**COLUMBUS COUNTY SCHOOLS CALENDAR
FOR TEN MONTH EMPLOYEES
2008-2009**

Adopted
11/13/2007

| Date | Explanation | Annual Leave Vacation | Holidays | Additional Days of Employment |
|----------------|------------------------------------------------------------------------------------|--------------------------|----------|----------------------------------|
| Aug. 18-19 | Additional Day of Employment | | | 2 |
| Aug. 20 | Optional Teacher Workday | | | 1 |
| Aug. 21-22 | Mandatory Teacher Workday (Convocation-Aug. 21) | | | 2 |
| Aug. 25 | First Day of School | | | |
| Sept. 1 | Holiday-Labor Day | | 1 | |
| Sept. 18 | Staff Development Early Release (Dismissal at 1:00 pm) | | | |
| Sept. 22 | First School Month Ends | | | |
| Oct. 6 | First Six Weeks Ends | | | |
| Oct. 16 | Staff Development Early Release (Dismissal at 1:00 pm) | | | |
| Oct. 20 | Second School Month Ends | | | |
| Oct. 27 | First Nine Weeks Ends | | | |
| Oct. 31 | Optional Teacher Workday | | | 1 |
| Nov. 11 | Holiday-Veteran's Day | | 1 | |
| Nov. 19 | Third School Month/Second Six Weeks Ends | | | |
| Nov. 26 | Additional Day of Employment (Weather 1) Early Release Dismissal at 1:00 pm | | | 1 |
| Nov. 27-28 | Holiday-Thanksgiving | | 2 | |
| Dec. 19 | Early Release (Dismissal at 1:00pm) | | | |
| Dec. 22-23 | Annual Leave Day | 2 | | |
| Dec. 24-26 | Holiday-Christmas | | 3 | |
| Dec. 29-31 | Annual Leave Day | 3 | | |
| Jan. 1 | Holiday-New Year's Day | | 1 | |
| Jan. 2 | Annual Leave Day | 1 | | |
| Jan. 5 | Fourth School Month Ends | | | |
| Jan. 13-16 | Exam Days | | | |
| Jan. 16 | Third Sixth Weeks/Second Nine Weeks Ends | | | |
| Jan. 19 | Holiday-Martin Luther King Jr.'s Birthday | | 1 | |
| Jan. 20 | Optional Teacher Workday | | | 1 |
| Jan. 21 | Additional Day of Employment (Weather 2) | | | 1 |
| Feb. 5 | Fifth School Month Ends | | | |
| Feb. 12 | Staff Development Early Release (Dismissal at 1:00 pm) | | | |
| Mar. 5 | Fourth Sixth Weeks/Sixth School Month Ends | | | |
| Mar. 19 | Staff Development Early Release (Dismissal at 1:00 pm) | | | |
| Mar. 26 | Third Nine Weeks Ends | | | |
| Mar. 27 | Optional Teacher Workday | | | 1 |
| Apr. 3 | Seventh School Month Ends | | | |
| Apr. 10 | Additional Day Employment (Weather 3) Early Release Dismissal at 1:00 pm | | | 1 |
| Apr. 13 | Holiday-Easter | | 1 | |
| Apr. 14-17 | Annual Leave Day | 4 | | |
| Apr. 27 | Fifth Sixth Weeks Ends | | | |
| May 11 | Eighth School Month Ends | | | |
| May 25 | Holiday-Memorial Day | | 1 | |
| June 4-5 & 8-9 | Exam Days | | | |
| June 9 | Ninth School Month/Sixth Six Weeks/Fourth Nine Weeks Ends/Last Day | | | |
| June 10 | Mandatory Teacher Workday | | | 1 |
| June 11 | Graduation Day/Mandatory Teacher Workday-Additional Day of Employment | | | 1 |
| June 12 | Optional Teacher Workday | | | 1 |
| | | 10 | 11 | 14 |

*Refer to reverse for definitions

Mandatory Days -- August 21, 22 June 10, 11 half day

**COLUMBUS COUNTY SCHOOLS CALENDAR
FOR TEN MONTH EMPLOYEES
2009-2010**

*Adopted
11/13/2007*

| Date | Explanation | Annual Leave Vacation | Holidays | Additional Days of Employment |
|-----------------|------------------------------------------------------------------------------------|--------------------------|----------|----------------------------------|
| Aug. 17-19 | Additional Day of Employment | | | 3 |
| Aug. 20 | Optional Teacher Workday | | | 1 |
| Aug. 21 & 24 | Mandatory Teacher Workday (Convocation-Aug. 21) | | | 2 |
| Aug. 25 | First Day of School | | | |
| Sept. 7 | Holiday-Labor Day | | 1 | |
| Sept. 17 | Staff Development Early Release (Dismissal at 1:00pm) | | | |
| Sept. 22 | First School Month Ends | | | |
| Oct. 6 | First Six Weeks Ends | | | |
| Oct. 15 | Staff Development Early Release (Dismissal at 1:00pm) | | | |
| Oct. 20 | Second School Month Ends | | | |
| Oct. 27 | First Nine Weeks Ends | | | |
| Oct. 30 | Optional Teacher Workday | | | 1 |
| Nov. 11 | Holiday-Veteran's Day | | 1 | |
| Nov. 19 | Third School Month/Second Six Weeks Ends | | | |
| Nov. 25 | Additional Day of Employment (Weather 1) Early Release Dismissal at 1:00 pm | | | 1 |
| Nov. 26-27 | Holiday-Thanksgiving | | 2 | |
| Dec. 18 | Early Release (Dismissal at 1:00pm) | | | |
| Dec. 21-23 | Annual Leave Day | 3 | | |
| Dec. 24-25 & 28 | Holiday-Christmas | | 3 | |
| Dec. 29-31 | Annual Leave Day | 3 | | |
| Jan. 1 | Holiday-New Year's Day | | 1 | |
| Jan. 4 | Fourth School Month Ends | | | |
| Jan. 12-15 | Exam Days | | | |
| Jan. 15 | Third Sixth Weeks/Second Nine Weeks Ends | | | |
| Jan. 18 | Holiday-Martin Luther King Jr.'s Birthday | | 1 | |
| Jan. 19 | Optional Teacher Workday | | | 1 |
| Jan. 20 | Additional Day of Employment (Weather 2) | | | 1 |
| Feb. 5 | Fifth School Month Ends | | | |
| Feb. 11 | Staff Development Early Release (Dismissal at 1:00pm) | | | |
| Mar. 5 | Fourth Sixth Weeks/Sixth School Month Ends | | | |
| Mar. 18 | Staff Development Early Release (Dismissal at 1:00pm) | | | |
| Mar. 26 | Third Nine Weeks Ends | | | |
| Mar. 29 | Optional Teacher Workday | | | 1 |
| Apr. 2 | Additional Day of Employment (Weather 3) Early Release Dismissal at 1:00 pm | | | 1 |
| Apr. 5 | Holiday-Easter | | 1 | |
| Apr. 6-9 | Annual Leave Day | 4 | | |
| Apr. 13 | Seventh School Month Ends | | | |
| Apr. 27 | Fifth Sixth Weeks Ends | | | |
| May 11 | Eighth School Month Ends | | | |
| May 31 | Holiday-Memorial Day | | 1 | |
| June 4 | Exam Days | | | |
| June 7-9 | Exam Days | | | |
| June 9 | Ninth School Month/Sixth Six Weeks/Fourth Nine Weeks Ends/Last Day | | | |
| June 10 | Mandatory Teacher Workday | | | 1 |
| June 11 | Graduation Day/Optional Teacher Workday | | | 1 |
| | | 10 | 11 | 14 |

**Refer to reverse for definitions*

Mandatory Days -- August 21, 24 June 10