

# Frequently Asked Questions

---

## Where will the Recruitment Fair be held?

The recruitment fair will be held on Friday, June 7, 2019, at Gadsden County High School, located at 27001 Blue Star Highway, Havana, Florida 32333.

---

## Do I have to register for the Recruitment Fair in advance?

You may. Create an account or use an existing account at the Gadsden District application portal under the **EMPLOYMENT** tab on the district's home page at <http://www.gadsdenschools.org>

---

## Where can I find driving directions to Gadsden County Teacher Recruitment Fair?

Driving directions are available on any GPS device.

1. Take Blue Star Hwy/US-90 W or E /FL-10 toward **Midway/Quincy**.
  2. 27001 Blue Star Hwy, Havana, FL 32333 is on the **right (from Midway) or left (from Quincy)**. (**Look for GCHS marquee at the entrance**).
- 

## Is professional dress required in order to attend the fair?

Yes, first impressions count.

Some examples of professional dress are:

- business suits
  - dress pants (no denim)
  - blouses/dress shirts with tie
  - dress shoes (no tennis shoes or flip flops)
  - work appropriate dresses or skirts
- 

## Will interviews be conducted at the Recruitment Fair?

Yes, interviews will be conducted at the fair.

---

---

**Can I arrange to have interview during the recruitment fair?**

Yes, each candidate may arrange interviews with participating schools. Recruits are encouraged to make arrangements with these schools – Carter-Parramore Academy, Chattahoochee Elementary, Gadsden County High, Gadsden Central Academy, Gadsden Elementary Magnet, George W. Munroe Elementary, Greensboro Elementary, Havana Magnet, James A. Shanks Middle, Stewart Street Elementary, and West Gadsden High Middle.

---

**Will representatives from every school in the county be in attendance?**

No; only schools with vacancies.

---

**How do I know which schools to approach for potential interviews?**

We advise candidates to read the available information on schools. Many schools offer particular programs, or one might be interested in schools near a particular location. Information about each school is available by visiting each site's web page on the district's home page at <http://www.gadsschools.org> .

---

**What do I need to do to get the most out of attending the fair?**

Come prepared with an ample supply of resumes, copies of letters of reference, copies of **teaching certificate or statement of eligibility**, and a general idea of which schools to consider.

---

**Will someone verify my references at the fair?**

You may bring letters of recommendation, or have previous supervisors complete the instructional applicant reference forms. Per Florida statute, the hiring manager must contact a current or most recent supervisor. Successful recommendations are a stipulation of the contract.

---

**Can I be offered a position for the 2019-2020 school year at the recruitment fair?**

Yes, letters of intent will be issued on a case-by-case basis.

---

**Will hiring managers be able to view the documents I have submitted electronically?**

Yes; however, most will not spend a lot of time reviewing electronic applications at the fair.

---

**Should I bring copies of my resume?**

Yes, all applicants should bring several copies of a current resume.

---

---

**Should I send copies of my transcripts and teaching certificate to the School District of Gadsden County in advance?**

Yes, send all documents to the Human Resources Specialist at [robinsons@gcpsmail.com](mailto:robinsons@gcpsmail.com) . Recruits may also deliver documents to the application information station at the recruitment fair.

---

**If I have an out-of-state teaching certificate, should I apply for a Florida teaching certificate prior to attending the Recruitment Fair?**

Yes, we strongly recommend for candidates to apply for a Florida teaching certificate with the Florida Department of Education, as soon as possible ([www.fl DOE.org/edcert/](http://www.fl DOE.org/edcert/)).

---

**Will staff members be available at the fair to discuss options about Gadsden County?**

Yes, there will be an information station with staff members to discuss certification and other services offered.

---

**Will there be opportunities to speak with representatives about non-instructional or administrative positions?**

No, the fair is only for people seeking employment as a certified teacher.

---

**If a school offers me a position, should I continue to interview with other schools?**

No, if you receive a letter of intent with one school, do not continue to interview with others

---

**If I am offered a position, what are the next steps?**

First, ensure all required documents have been submitted to Human Resources; second, the secretary from the specific school will be in contact with information about applying to the specific job posting for the positions; third, the human Resources office secretary will call with information about new employee orientation and fingerprinting.

---

**What if I do not receive an offer at the recruitment fair, can I still be considered for teaching jobs?**

Yes; without a contract, you may still apply to job openings.

---

---

**Does the School District of Gadsden County offer any scholarships or funds for continuing education?**

A teacher may apply for reimbursement for passing a certification exam for a core subject area. **Occasionally, funds are available on a reimbursement condition for courses in Reading and ESOL if we are unable to provide one free of cost.**

---

**If I am moving to the area with children, which school would they attend?**

Children of employees also participate in the school choice program. If one wishes to have his or her children attend the school of employment, he or she must complete a waiver request with the School Choice Department.

---

**What if I have questions during the recruitment fair, whom should I contact?**

There will be staff members available to assist recruits – look for those wearing the appropriate HR identification badges.

---

## **Contact Information**

---

Email: [Robinsons@gcpsmail.com](mailto:Robinsons@gcpsmail.com)

Phone: (850) 627-9651