

All Departments

Application Procedures for Teacher/Licensed Educator Candidates

To teach in Greenville County, you must have a valid SC teaching license. To learn more about how to become certified in South Carolina, visit the [SC State Department of Education's website](#).

Applications will remain active for one calendar season. Beginning November 15 of each school year, candidate pools will be closed. You will need to reapply for positions of interest in order to keep your application active and current.

All reference information must be valid and current at the time of electronic submission. Once your **application** is saved, you will not be able to alter information without reapplying for additional positions. Your **profile** information will remain available for review and updating.

All documents should be uploaded to your applicant file when submitting an application. A complete file must be registered with Human Resources to be considered for employment and/or transfer. Reference forms will be automated via LCM using information provided in the applicant profile.

Apply Online

Candidates for positions requiring teacher certification/licensure must complete the GCSD online application. *Applicants must first **Register** (click on Register) then **complete a Candidate Profile** before applying to individual positions or pool positions.* You will need to apply as either an "External Applicant" or an "Internal Applicant". Your experience and type of service determines if you are considered an "External" or "Internal" applicant.

External Applicants: If you have never been employed by GCSD in a position requiring teacher certification/licensure, please click on "Start an application for employment" located under the "External Applicants" tab. External Candidates include, but are not limited to, applicants who have never been a GCSD employee, former GCSD employees, current GCSD substitutes (certified and non-certified), afterschool teachers, hourly employees, as well as any GCSD classified/support staff wanting to obtain a teaching/certified position.

[Apply for or View Posted External Positions](#)

Confidential Applicant Reference Process - Applicant References to be used by all teaching/licensed educator applicants. Two (2) Confidential References are required for a complete application.

- **Applicants with Prior Teaching Experience:** References must include your current or most recent supervisor.
- **Applicants with No Prior Teaching Experience:** References must include classroom cooperating teacher and student teacher college supervisor. If you are seeking employment based on Alternative Certification, references should be from current or most recent supervisors.

Internal applicants: Internal applicants include all GCSD employees who currently hold a position for which certification/licensure is required. Login to Lawson Career Management via the Employee Portal. You can then click on your profile if you wish to make any updates. You must click on EPPS to view/open positions and start the actual application process. **Please note: your login will be the same as the one you use for your district email, but your password will be the last 5 digits of your social security number.**

[Internal Applicant Instructions](#)

[Apply for or View an Internal Position](#)

Once you have clicked on the respective tab, please follow the on-screen instructions in order to complete your Lawson Career Management application. As an internal candidate, you will need to update your references based on the following criteria:

Confidential Applicant Reference Process - Applicant References to be used by all teaching/licensed educator applicants. For teachers/licensed educators, references must include your current or most recent supervisor(s). Two (2) Confidential References are required for a complete application. One Confidential Reference will be automatically sent to your current or most recent supervisor. A second form should be sent to another supervisor with knowledge of work as an educator.

Communications with Principals

Teacher/Licensed Educator candidates may (and are encouraged to) directly contact specific principals/administrators by providing a current resume and letter of interest in the position. Candidates do not need to have a clearance from Human Resources in order to demonstrate interest in a current position; however, a candidate will need to have a current completed application to be considered for employment and/or transfer.

Communications with Recruitment Specialist

Once your application is complete, you may contact Human Resources to speak with a Recruitment Specialist if you need additional information.

Contact:

- **Debra A. Cucchiara**
864-355-3161
dcucchia@greenville.k12.sc.us
- **Lillian Flemming**
864-355-3976
lflemmin@greenville.k12.sc.us
- **Candice Moore**
864-355-7549
cvmoores@greenville.k12.sc.us

[Home](#) | [Departments](#) | [News](#) | [Schools](#) | [Students](#) | [Parents](#) | [Employees](#)

Copyright © 2014

[Greenville County Schools](#)

[Sitemap](#) | [Contact Us](#) | [RSS](#) | [Technology Department](#)

[Copyright Policy](#) | [Privacy Policy](#) | [Acceptable Use](#)

To Report Suspected Fraud Call 864-355-2789