



Frequently Asked Questions Certified Hiring Process

1) What is a certified job?

A certified job is a district position that requires the applicant to hold a valid South Carolina teaching certificate with Highly Qualified status, if applicable.

2) What are the requirements of a certified position?

The requirements of each position are posted on our website at www.rock-hill.k12.sc.us. Go to Job Postings and click on the position for a list of requirements.

3) How do I apply for a certified position?

Complete a certified on-line application on the CERRA website. You can reach this website by either our website at www.rock-hill.k12.sc.us, under the Job Postings icon, or by going to www.winthrop.edu/scteach. Once you have completed this application and have three on-line references, call the Personnel Department at 981-1024 to advise that the application is ready to be downloaded.

4) What happens next?

The district conducts pre-screening interviews with viable applicants to build a pool of approved candidates. Once we have a completed application on-hand, we will review it to see if we have a position for which you are qualified and contact you to schedule a pre-screening.

5) How do I know which positions are open?

Job openings are posted on our website under www.rock-hill.k12.sc.us or you can call 324-JOBS and listen to a recording. The website is updated daily, but the jobline is recorded weekly.

6) How much does a certified position pay?

Rock Hill School District Three teacher pay is determined by the education level and years of experience documented on your South Carolina teaching certificate. You may see the pay scale on our website at www.rock-hill.k12.sc.us. Click on Personnel, then salary scales.

7) If I apply for a certified position, will I get an interview?

The hiring administrator is required to interview at least three candidates, if available, for each open position. Many times s/he may interview many more. The district strives to pre-screen the most qualified and best matched applicants for the particular open position.

8) If I am not called for an interview, how many times may I express interest in open positions?

You may express interest as many times as you like. If there is no activity on your application, we reserve the right to purge your application after one year.

9) Do I need to send in a new application for each different type of position?

You may express interest for any certified position with just one active certified application. If you are interested in a non-certified or administrative position, however, you will need to complete that type of application and submit it to Personnel.

9) Can I contact the schools and/or principals regarding openings in their schools?

All employment activity should funnel through the Personnel Department. We request you do not contact the school personnel. The hiring administrators will have electronic access to see your application and/or resume and references, normally within one working day.

11) If I am offered a position and accept, what do I do next?

Upon acceptance, the hiring manager will send a Recommendation Form to the Personnel Department. We will contact you when your paperwork is ready to be signed. You should bring two forms of identification, such as a driver's license and social security card.

11) Whom do I call for more information?

You may contact the Personnel Department at 981-1024.