

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOLS

*Where You Want
To Be!*

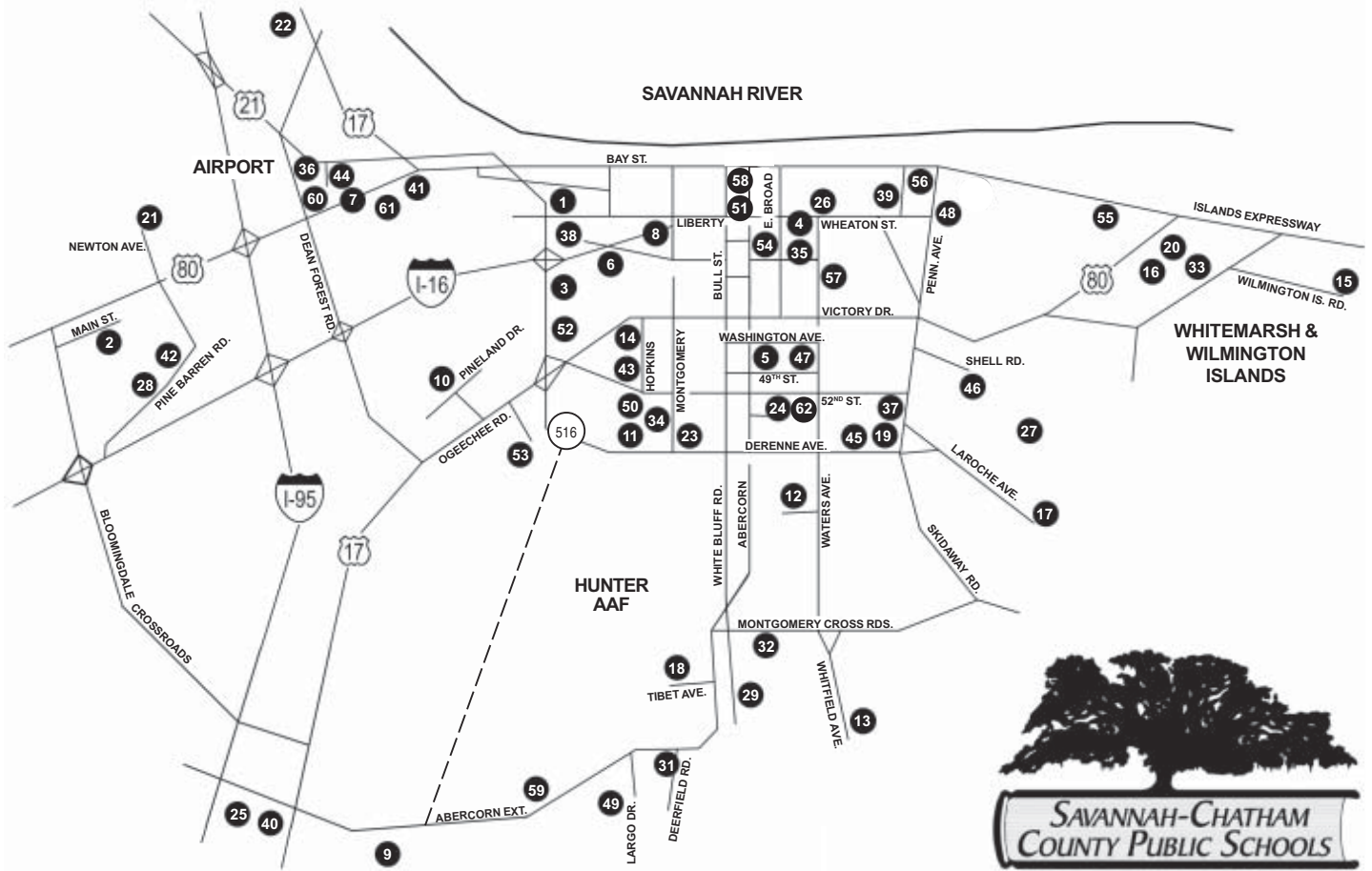


<http://hr.savannah.chatham.k12.ga.us/hr/emp.html>



Savannah-Chatham County Public Schools District Map

Central Office located at 208 Bull Street / Savannah, GA 31401 / 912.201.5600



Educational Sites and Facilities

ELEMENTARY SCHOOLS (K-5)			MIDDLE SCHOOLS (6-8)		
ADDRESS / ZIP CODE	PHONE		ADDRESS / ZIP CODE	PHONE	
BARTOW (1)	1804 STRATFORD STREET / 31401	201-5300	BARTLETT (32)	207 MONTGOMERY CROSSROADS / 31406	961-3500
BLOOMINGDALE (2)	101 EAST MAIN STREET / B'DALE / 31302	748-3680	COASTAL (33)	170 WHITEMARSH ISLAND ROAD / 31410	898-3950
BUTLER (3)	1909 CYNTHIA STREET / 31401	201-7575	DERENNE (34)	1009 CLINCH STREET / 31405	201-5900
EAST BROAD (4)	400 EAST BROAD STREET / 31401	201-5500	HUBERT (35)	768 GRANT STREET / 31401	201-5235
ELLIS (5)	220 EAST 49TH STREET / 31405	201-5470	MERCER (36)	201 ROMMEL AVENUE / 31408	965-6700
GADSDEN (6)	919 MAY STREET / 31401	201-5940	MYERS (37)	2025 EAST 52ND STREET / 31404	303-6800
GARDEN CITY (7)	4037 KESSLER AVENUE / 31408	965-6820	OGETHORPE ACADEMY (38)	707 STILES AVENUE / 31401	201-5075
GARRISON (8)	649 WEST JONES STREET / 31415	201-5975	SHUMAN (39)	415 GOEBEL AVENUE / 31404	201-7500
GEORGETOWN (9)	1516 KING GEORGE BOULEVARD / 31419	961-3475	SOUTHWEST (40)	6030 OGEECHEE ROAD / 31419	961-3540
GOULD (10)	4910 PINELAND DRIVE / 31405	201-5400	TOMPKINS (41)	151 COACH JOE TURNER DRIVE / 31408	965-6750
HAVEN (11)	511 DILLON AVENUE / 31405	303-6501	WEST CHATHAM (42)	800 PINE BARREN ROAD / POOLER / 31332	748-3651
HEARD (12)	414 LEE BOULEVARD / 31405	303-6630	HIGH SCHOOLS (9-12)		
HESSE (13)	9116 WHITFIELD AVENUE / 31406	303-6440	BEACH (43)	3001 HOPKINS STREET / 31405	201-5330
HODGE (14)	1101 WEST VICTORY DRIVE / 31401	201-5200	GROVES (44)	100 WHEATHILL ROAD / 31408	965-2520
HOWARD (15)	115 WILMINGTON ISLAND ROAD / 31410	898-3925	JENKINS (45)	1800 DERENNE AVENUE / 31406	303-6300
ISLANDS (16)	4595 US 80 EAST / 31410	898-3900	JOHNSON (46)	3013 SUNSET BOULEVARD / 31404	303-6400
ISLE OF HOPE (17)	100 PARKERSBURG ROAD / 31406	303-6555	SAVANNAH ARTS ACADEMY (47)	500 WASHINGTON AVENUE / 31405	201-5000
LARGO-TIBET (18)	430 TIBET AVENUE / 31406	961-3450	SAVANNAH HIGH (48)	400 PENNSYLVANIA AVENUE / 31404	201-5050
LOW (19)	15 BLUERIDGE AVENUE / 31404	303-6380	WINDSOR FOREST (49)	12419 LARGO DRIVE / 31419	961-3400
MARSHPOINT (20)	135 WHITEMARSH ISLAND ROAD / 31410	898-4000	OTHER CHATHAM COUNTY FACILITIES		
POOLER (21)	308 HOLLY AVENUE / POOLER / 31322	748-3625	ADULT EDUCATION CENTER (50)	3609 HOPKINS STREET / 31405	201-5527
PORT WENTWORTH (22)	507 SOUTH COASTAL HIGHWAY / 31407	965-6740	COASTAL GA COMPREHENSIVE ACADEMY (52)	2001 CYNTHIA STREET / 31401	201-5440
PULASKI (23)	5330 MONTGOMERY STREET / 31405	303-6466	MAINTENANCE & OPERATIONS (53)	2219 GAMBLE ROAD / 31405	201-5730
SMITH (24)	210 LAMARA DRIVE / 31405	303-6530	MASSIE HERITAGE CENTER (54)	207 EAST GORDON STREET / 31401	201-5070
SOUTHWEST (25)	6020 OGEECHEE ROAD / 31419	961-3301	OATLAND ISLAND EDUCATION CENTER (55)	711 SANDTOWN ROAD / 31410	898-3980
SPENCER (26)	100 BOUHAN AVENUE / 31404	201-7525	PENNSYLVANIA AVENUE (56)	400 PENNSYLVANIA AVENUE / 31404	201-4034
THUNDERBOLT (27)	3313 LOUIS STREET / 31404	303-6655	RILEY CENTER (57)	1108 EAST ANDERSON STREET / 31404	201-5964
WEST CHATHAM (28)	820 PINE BARREN ROAD / POOLER / 31322	748-3601	SAV/H CORPORATE ACADEMY (DOWNTOWN) (58)	10 EAST BROUGHTON STREET / 31401	201-5464
WHITE BLUFF (29)	9902 WHITE BLUFF ROAD / 31406	961-3325	SAV/H CORPORATE ACADEMY (SAV/H MALL) (59)	ABERCORN ST. EXT. @ RIO ROAD / 31419	961-3380
WINDSOR FOREST (31)	414 BRIARCLIFF CIRCLE / 31419	961-3353	SCHOOL-TO-CAREER ACADEMY (60)	101 WHEATHILL ROAD / 31408	963-7030
			SCOTT LEARNING CENTER (61)	402 MARKET STREET / 31408	965-6851
			TEENAGE PARENTHOOD PROGRAM (TAPP) (62)	505 E. 54TH STREET / 31401	238-2788

Savannah-Chatham County Public Schools

Human Resources Department, Room 109
208 Bull Street / Savannah, GA 31401

APPLICATION PROCEDURES

I. PROCEDURES FOR COMPLETING THE APPLICATION

1. Each applicant is required to provide all the information requested on the application for it to be considered. No offer of employment is possible without a complete application on file.
2. The items listed below should be submitted with the application or sent to this office as soon as possible after submission of said application. *(The following items needed for certificated applicants only)*
 - a) College transcripts from each college or university attended
 - b) Photocopies of teaching certificate(s) and Praxis II Test results
 - c) A verified annual summary evaluation for the most recent school year taught.
3. The three reference forms included with the application should be sent by the applicant to the references listed on the front of the application. One reference must be from the current, immediate, or past supervisor.
4. Incomplete applications or documentation without an application will be kept on file for one year from the day of receipt.
5. All applications should be mailed or delivered to the Human Resources Department at the above address.

II. SECURITY CLEARANCE

All applicants under consideration for employment are required to take a drug test and submit to a criminal background check.

1. Applicants for employment who have been either indicted and awaiting trial, convicted, fined, imprisoned, placed on probation or placed on parole for any felony or misdemeanor involving assault, burglary, theft, or drug trafficking will not be considered for employment with the Board of Education.
2. Applicants under consideration for employment will submit to a criminal background check that includes a security check and finger printing.

III. CERTIFICATION

If the position for which an individual is applying requires a valid Georgia Certification, it is the applicant's responsibility to secure it. The Professional Standards Commission at (404-657-9000) can answer questions regarding certification.



AN EQUAL OPPORTUNITY EMPLOYER



SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOLS
208 Bull Street / Savannah, Georgia 31401

REQUIREMENTS FOR EMPLOYMENT
(Certificated Staff)

TO THE APPLICANT: Enclosed is an application form, three reference forms, a current teacher's salary schedule and a security check authorization. A bachelor's degree is the minimum requirement for a contracted teaching position in the Savannah-Chatham County Public Schools.

INSTRUCTIONS

I. Each detail of the application must be completed insofar as possible. Applicants cannot be officially appointed until all records are complete.

A. TRANSCRIPTS

A college transcript bearing the seal of the institution and signature of the registrar must be filed with the teaching application. The transcript must indicate the date on which the degree was awarded.

B. EXPERIENCE

Applicant should account for each year since first degree was granted and should include teaching experience and other work experience. Note the special section or military service record. If active military service is indicated, a copy of separation papers should be included.

C. REFERENCES

Applicant should distribute the three (3) reference forms to persons who have knowledge of their teaching skills. Be sure you have completed the necessary information on the reference forms before you distribute them.

NOTE: Credentials from college or university placement offices are acceptable in lieu of the enclosed reference forms, provided they include at least three (3) current references from persons who have knowledge of your teaching skills.

D. INTERVIEW

Although a personal interview is desirable, it is not recommended that an expensive and lengthy trip be made for this specific purpose. If you anticipate being in the area, please inquire about an interview being scheduled during that time.

E. CERTIFICATION

Georgia statutes require that teachers in public schools possess a valid certificate issued by the State Department of Education in Atlanta, Georgia 30334.

Applicant should enclose a copy of the certificate with the completed application form, if such is available. If you applied for a Georgia teaching certificate and the issuance of the certificate is still pending, applicant should explain what steps have been taken to secure the certificate and/or provide a copy of the affidavit of receipt from the State Department of Education.

F. SECURITY CHECK

A security check authorization form (included in this application) must be completed. The security check, to include a fingerprint check if deemed necessary, must be cleared prior to finalizing employment.

Savannah-Chatham County Public Schools require an acceptable fingerprint record for all certificated personnel hired for the first time in the system. This requirement is in accordance with code section 20-2-211 of the Official Code of Georgia (effective July 1, 1994) that all certificated professional personnel shall not be issued a contract of employment for the first time unless such person has been fingerprinted and a national criminal record check has been made. Employees must satisfy the above requirements within the first one hundred-twenty (120) days of employment. Failure to do so may result in termination of employment.

G. MEDICAL

A physical by a licensed physician is required at least thirty (30) days after employment.

The Georgia Drug-Free Public Work Force Act of 1990, requires applicant drug testing as a condition of employment. Any applicant who tests positive or refuses to submit to a test will be disqualified for employment.

II. Applications for certificated positions received by this office remain active for a period of one year, after which time they are destroyed unless the applicant is employed by the district. In the event that you have not been offered employment prior to the end of the one-year period, you must notify this office in writing regarding your wishes to remain an active applicant.

Your application, references, and qualifications will be made available to the appropriate administrators for review at such time as openings occur for someone with your educational background and qualifications. If you are selected to be interviewed, you will be contacted by the Human Resources Department.

I FULLY UNDERSTAND THAT ALL MATERIALS REQUIRED BY THIS SYSTEM FOR EMPLOYMENT, AS LISTED ON THIS FORM, ARE MY RESPONSIBILITY AND ARE PREREQUISITES FOR EMPLOYMENT.

Signature: _____ Date: _____

HUMAN RESOURCES DEPARTMENT

Savannah-Chatham County Public Schools — Savannah, GA

TEACHER REFERENCE FORM

_____, _____ is an applicant for the position of
(Name) *(Social Security Number)*

_____ in the Savannah-Chatham County Public School System and has submitted your name as a reference. Please furnish the information requested below adding any supplementary comments which you may consider pertinent. Your frank estimate of the applicant's qualifications will be appreciated and treated confidentially. Please return the completed form to:

Savannah-Chatham County Public Schools
Division of Human Resources
208 Bull Street • Savannah, GA 31401

Between what dates have you known the applicant's work? From: ____ / ____ / ____ To: ____ / ____ / ____

What position did the applicant then occupy? _____

What was your relationship to the applicant at that time? _____

Please indicate by a check mark in the appropriate column, your confidential rating of the applicant in the qualities listed below: *(If your evaluation is not based on information relating to teaching, please complete **only** items listed as **Personal Qualities**.)*

PERSONAL QUALITIES	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
Energy Level					
Personality					
Cooperation and Helpfulness					
Personal Appearance					
Character					
Tact					
Use of English (Verbal and Written)					

INSTRUCTIONAL QUALITIES	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
Skills as an Instructor					
Ability to Discipline					
Professional Attitude and Growth					
Initiative and Creativity in Teaching					
Sympathetic Understanding & Treatment of Children					
Planning and Preparation					

Do you know of any reason why this person should not work with children? _____

Would you employ/reemploy this person in the position described above? _____

If not, please explain: _____

ADDITIONAL COMMENTS: *Such as strengths and/or weaknesses. (Use other side if needed.)* _____

DATE

SIGNATURE

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 DATE

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