

TeachGeorgia Career Services Guide  
for  
K-12 Public School Teaching Positions

Developed for Career Services Professionals  
By  
TeachGeorgia

# Index

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<b>TITLE</b>	<b>PAGE</b>
Introduction	<a href="#"><u>3</u></a>
State Teacher Recruiters	<a href="#"><u>4</u></a>
Does your client really want to teach?	<a href="#"><u>5</u></a>
Benefits & Incentives	<a href="#"><u>5</u></a>
What Subjects/Teaching Fields	<a href="#"><u>6</u></a>
Which Age Group	<a href="#"><u>6</u></a>
TeachGeorgia Handout Qualifications and Resources	<a href="#"><u>7</u></a>
Get More from Web Resources <i>A description of the links listed on the TeachGeorgia Handout. Information includes GACE Basic Skills Exemption Requirements, and GACE Fees.</i>	<a href="#"><u>8</u></a>
<i>Job Search Preparation When is your client ready for employment? What are the requirements for application?</i>	<a href="#"><u>9</u></a>
Your Client's Marketability <i>Tips for your client's job search success.</i>	<a href="#"><u>10</u></a>
GACE Prep & Certification Programs <i>GACE Workshops, College of Education, GA TAPP, <a href="#"><u>OYSP/Test- Out Option</u></a></i>	<a href="#"><u>11</u></a>

# Introduction

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[Return to Index](#)

TeachGeorgia represents state-wide teacher recruitment. TeachGeorgia would like to thank all Career Services Professionals for their assistance in Georgia's teacher recruitment efforts.

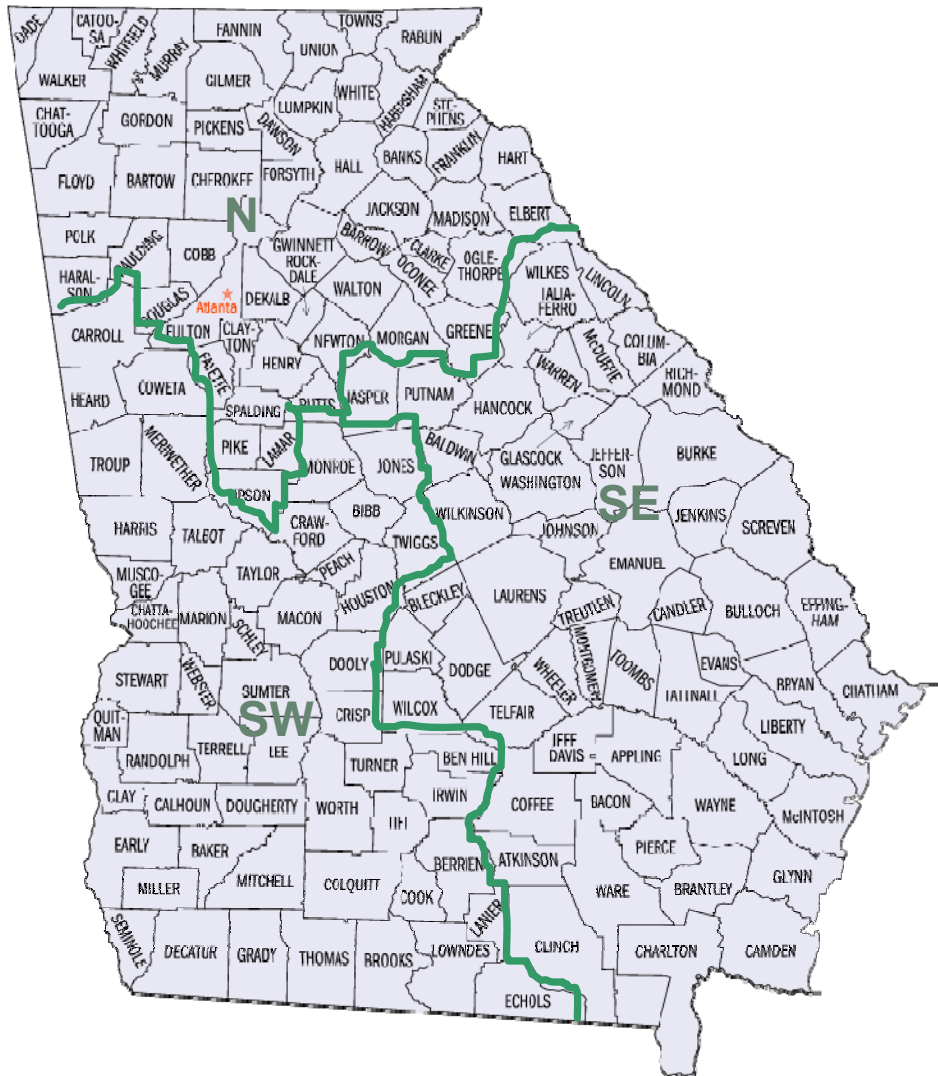
This document is designed to outline resources for you to assist your client through the process of beginning his or her teaching career in Georgia's public schools.

Please feel free to make a copy of the TeachGeorgia handout, located on [page seven](#), for your clients.

Access the links in this document by pressing down on the control button while clicking on underlined text.

If you have questions or concerns, please contact one of the [State Teacher Recruiters](#) or email [TEACHGEORGIA@GAPSC.COM](mailto:TEACHGEORGIA@GAPSC.COM).

# State Teacher Recruiters



Enjolia Farrington, North/Metro  
ENJOLIA.FARRINGTON@GAPSC.COM  
404-791-4903

Vee Butler, Southeast  
VEE.BUTLER@GAPSC.COM  
404-791-9533

TBD, Southwest  
TEACHGEORGIA@GAPSC.COM  
404-791-4036

## Contact Recruiters:

- Learn the differences between school system hiring practices.
- Obtain helpful job search information, and tips for job fairs and interviews.
- Obtain information about available teacher certification programs and alternative routes to teaching.

# Considering a Career in Teaching

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[Return to Index](#)

**While the benefits below are a wonderful part of becoming a teacher, there are some important responsibilities to consider.**

- Daily Time Commitment –A teacher’s work day does not begin and end with the school bell.
- Changes in Administration – Leadership changes in federal, state and local positions may change daily teaching responsibilities.
- Beyond the classroom – Teachers are responsible for paperwork and evaluations that prove that their work is effective and students are learning; teachers are also responsible for other aspects of school culture.
- Work purchases – School funding may not support all the projects or activities teachers include with their lesson plan, some of those costs are out-of-pocket.
- Social Awareness and Ethics –When families and students see teachers in the community there are expectations beyond ethical and moral personal living standards; there is an expectation of leadership beyond the classroom.

## **Benefits/Incentives**

- Retirement, Health, Paid Time Off
- Obtain National Board Certification and teach in a Title 1 School = 10% increase in base salary
- Ability to add teaching fields to teach other subjects
- International and National Opportunities
- Discounts on Cars (ask for special loan interest rates), Computer Software (offered where most software is sold), [Housing](#) (HUD.GOV)

# The First Step

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[Return to Index](#)

**What am I going to teach?** Ask your client the following questions to help them figure out the subject area they would like to teach.

*What was your college major?*

At least a bachelor's degree is required. Click here to access the [Major to Teaching Field guide](#) on GAPSC.COM. There are special certifications for individuals with an associate's degree interested in [teaching technical fields](#), but s/he must have many years of experience and have certifications within their field. For more information refer the individual to a state teacher recruiter.

*Which GACE Content Assessments can you pass?*

Have your client look through the [test frameworks](#) on the GACE website.

*What teaching field do you want to continue to grow and learn?*

In the summer and throughout the year, teachers take coursework or participate in workshops to learn more about the subject they teach.

## **Who am I going to teach?**

*Early Childhood (Ages 4 – 10, Grades P – 5)*

Teachers usually teach all core subject areas and have the same group of students all day.

*Middle Grades (Ages 11 – 14, Grades 4 – 8)*

Middle Grades teachers typically teach two subject areas and have a different grouping of students each class period.

*Secondary (Ages 13 – 18, Grades 7 – 12)*

Secondary teachers usually specialize in one subject area and teach a different group of students each class period.

Teachers of Foreign Languages, Art, Music, Physical Education and Special Education teach these subjects in *all grades, pre-kindergarten thru 12*. These teachers are certified to teach all grade levels.

TeachGeorgia is a collaboration to support state-wide teacher recruitment, established between the Professional Standards Commission (PSC) and the local school systems.

## GEORGIA'S TEACHER CERTIFICATION REQUIREMENTS

- Hold a bachelor's degree or higher from a PSC-accepted accredited institution
- Pass or Exempt GACE Basic Skills Assessment
- Pass GACE Content Assessment in teaching field
- Background check
- Student teaching or internship hours
- Course work: study of the nature and needs of learners in specific grade level, and study of the methods and materials for teaching specific grade level
- Special Georgia Requirements: Recency of Study, Special Education, Computer Skills Competency

 **NOTE:**  
**YOU CAN COMPLETE CERTIFICATION REQUIREMENTS WHILE TEACHING AND EARNING A TEACHER SALARY**

PLEASE NOTE: Praxis I or II examinations taken after 3/5/2007 will not be accepted by the PSC. See [gapsc.com](http://gapsc.com) for policy statement and possible exceptions.

## GUIDE TO HELPFUL WEBSITES

### [GAPSC.COM](http://GAPSC.COM)

- Certification – reviews certification documentation
- Foreign transcripts
- Ethics – conducts background checks and ethics investigations
- Education Preparation – approves programs preparing students for certification
- **Major and subject field match**
- Recruitment – assists potential teacher candidates and local school systems with recruitment matters

### [TEACHGEORGIA.ORG](http://TEACHGEORGIA.ORG)

- Registration
- Job Search
- Job Fairs
- Link to GACE, GAPSC, **GA TAPP**, Troops, Spouses, Destination Teaching

### [DOE.K12.GA.US](http://DOE.K12.GA.US)

- Map of public schools

### [DOE.K12.GA.US](http://DOE.K12.GA.US) (cont)

- School system websites
- Teacher salary schedule

### [USG-TEACHING.COM/ACCOUNT/LOGIN/](http://USG-TEACHING.COM/ACCOUNT/LOGIN/)

- Destination Teaching website
- **State colleges and universities**

### [ETS.ORG](http://ETS.ORG)

- GRE and SAT scores

### [ACTSTUDENT.ORG](http://ACTSTUDENT.ORG)

- ACT scores

### [GACE.NESINC.COM](http://GACE.NESINC.COM)

- GACE test information
- Assessment types: basic skills (may exempt), content, professional pedagogy

### [GACOLLEGE411.ORG/FINAID/LOANPROGRAMS/CAREERS\\_IN\\_TEACHING.ASP](http://GACOLLEGE411.ORG/FINAID/LOANPROGRAMS/CAREERS_IN_TEACHING.ASP)

- Financial aid programs

# Get More from Web Resources

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[Return to Index](#)

## Why visit [GAPSC.com](#)?

- It is the Georgia Professional Standards Commission (PSC) website.
- Must be certified by the PSC in order to teach within the public school system.
- The site will provide official answers to your certification questions.

## Why visit [TeachGeorgia.org](#)?

- Job search
- Register for job fairs
- Troops to Teachers and other financial aid links
- GA TAPP and other program links

## Why visit [DOE.K12.GA.US](#)?

- It is the Department of Education (DOE) website
- Job search with individual school systems
- Learn about a school or school system
- Research local hiring incentives
- Review local salary schedules

## Why visit [USG-Teaching](#)?

- It is the University Systems of Georgia (USG) website
- Get assistance choosing a college of education program
- Learn about a college or university

## Why visit [ETS.org](#) or [ACTSTUDENT.org](#)?

- **Exempt the GACE Basic Skills Assessment** with the following scores:
  - SAT (1000 verbal+math) GRE (1030 verbal+quantitative)
  - ACT (43 english+math)
- Obtain documentation of your scores through these sites

## Why visit [GACE.NESINC.com](#)?

- Obtain GACE test dates and locations
- Study the test outline
- Practice with sample questions
- Register for GACE Assessments

## Why visit [GACOLLEGE411.org](#)?

- Review state financial aid programs to Cover **Certification Costs**
  - GACE Basic Skills = \$25/test
  - GACE Content Assessment = \$65/test
  - GA TAPP or OYSP = +/- \$3500

FEDERAL LOAN CANCELLATION\  
DEFERMENT OPTIONS FOR TEACHERS  
<http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab=repaying>

# Job Search Preparation

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[Return to Index](#)

**Each school system's hiring process and salary schedule is *unique*.**

Clients should job search at [TEACHGEORGIA.ORG](http://TEACHGEORGIA.ORG), **AND** Through the school system website. School System websites are available at [WWW.DOE.K12.GA.US](http://WWW.DOE.K12.GA.US)– (map on right side)

## **Career Changers interested in Teaching**

These individuals are considered hireable, and may complete application for certified positions within school systems, if they possess all items below:

- College Transcripts for ALL colleges attended, indicating completion of at least a bachelor's degree
- Documentation to support passing or exemption of the GACE Basic Skills Assessment
- Documentation to support passing the appropriate GACE Content Assessment, with the exception of Special Education, speak with a State Recruiter regarding this exception
- Indicate on the application or in the interest letter intent to seek employment through the Alternative Preparation Route and list GACE Assessments taken.
- Once the individual obtains a position they are required to complete certification course work within one or two years. Course work can be completed through a college or university or if available, through the [GA TAPP](#) or [OYSP](#)/Test-out Option.

## **Out-of-State Teachers and Retired Teachers**

These teachers are considered hireable, if they meet the following requirements; however, there are opportunities for individuals to complete requirements, within a specified period of time, while teaching. These teachers must possess **full state** certification, **not** temporary, contingent, or emergency, and

- have passed certification assessments as part of the certification process in that state; otherwise, the individual must take GACE assessments
- taught or obtained professional development credit within the past five years
- have three semester credit hours or the equivalent in special education coursework
- and, have three semester credit hours or the equivalent in computer skills competency coursework designed for teachers.

For more information regarding Georgia's Clear Renewable Certification go to [WWW.GAPSC.COM](http://WWW.GAPSC.COM) and click on the 'certification' or 'routes to certification' link.

For additional assistance with the job search contact a [State Teacher Recruiter](#).

# Your Client's Marketability

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[Return to Index](#)

Your client's marketability will greatly increase, if s/he incorporates the following in the job search:

- Possess a degree that matches or relates to the teaching field, see [major to teaching field](#) document on GAPSC.COM
- Volunteer or work part-time for the school system
- Acknowledging the skills needed to be a good teacher by using life experience as an example, see [PAGE's New Teacher Guide](#) for ideas
- Show the following attributes throughout the hiring process
  - High Achieving – not settling for standard or average
  - Respectful – you never know who can help you get the position
  - Organized – especially materials taken to the interview or job fair
  - Responsible – do the right thing when no one is looking
  - Critical Thinker – make decisions autonomously, and creatively
  - Motivating – show energy, excitement
- Follow instructions and complete the entire application packet

# GACE Prep & Certification Programs

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[Return to Index](#)

## **GACE Workshops**

Join Georgia Association of Educators (GAE) or Professional Association of Georgia Educators (PAGE), and participate in GACE preparation workshops, [GAE](#) or [PAGE](#). The cost of membership to these organizations is well worth the ability to participate in the workshops, but comes with so much more. Check them out at [WWW.NEAGEORGIA.ORG](http://WWW.NEAGEORGIA.ORG) and [WWW.CICLT.NET/PAGE](http://WWW.CICLT.NET/PAGE) respectively.

## **College of Education**

This route takes one or more years, and is the only route for individuals seeking college credits for coursework completed. Individuals interested in this route must contact a college advisor. There are online programs offered through the state of Georgia listed at [WWW.GEORGIAONMYLINE.ORG](http://WWW.GEORGIAONMYLINE.ORG).

*Which programs are approved and which are not?*

All Professional Standards Commission (PSC) approved certification programs are listed on this website, [WWW.GAPSC.COM](http://WWW.GAPSC.COM). Go to the “Educator Prep” button and select [approved programs](#). The PSC is the state agency responsible for certifying public school teachers and approving state-wide programs to educate teachers.

If your client is interested in obtaining education or certification through a college approved by another state, he or she must check the following link to make sure the college is accepted by PSC, [www.gapsc.com](http://www.gapsc.com). Go to “Educator Prep” button and select [PSC accepted colleges](#).

## **GA TAPP**

The Georgia Teacher Alternative Preparation Program is available in limited locations. This route takes two years to complete. It is a rigorous program that requires nights and some weekends to complete coursework and mandatory certification assignments. To learn more about [GA TAPP](#) go to [WWW.GAPSC.COM](http://WWW.GAPSC.COM).

## **Test-Out Option/OYSP**

The One Year Supervised Practicum (OYSP), also referred to as, the test-out option, is available in limited locations, and is designed for individuals with prior teaching experience. This route takes one year; however, it is intense. In order to qualify for this route, individuals must successfully complete the GACE Professional Pedagogy Assessment, in addition to the GACE Basic Skills and appropriate GACE Content Assessments. To learn more about OYSP contact a state teacher recruiter.