

Colonial Heights City Public Schools

512 Boulevard
Colonial Heights, VA 23834
Phone: (804) 524-3400
Fax: (804) 526-4524

Dear Applicant:

Thank you for your interest in a teacher and/or administrative position with the Colonial Heights City Public Schools. In order to have a complete and reviewable application file, applicants must first complete ALL required sections on the Colonial Heights Public Schools Employment Application and submit the application. In addition, applicants must upload all of the documents on the following checklist to into their online application.

- Transcripts confirming of ALL college-level work
- At least three (3) Employment Reference Check Forms OR Written Reference Letters (See REFERENCES below.)
- Copy of scores on the VCLA and Praxis II Assessments
- Elementary applicants should include Virginia Reading Assessment (VRA) verification
- Copy of Virginia or Out-of-State teacher's license OR a completed Virginia Teacher's License application form (See LICENSE below)

REFERENCES: Applicants should forward the reference forms to the three references of their choice as listed in the Application for Employment. Applicants should stress the importance of references to their reference sources and conduct follow-up, as necessary, to ensure that references are completed. Relatives and personal, casual, or social friends should not be used. We are interested in professional performance references. Written narrative reference letters can be used in conjunction with or in place of the Standard Reference Form.

CONFIDENTIALITY: Applicants should respect the right of any reference to provide confidential information about the applicant and should encourage references to mail completed reference forms directly to the Personnel Office. Any written references sent directly to the Personnel Office will be uploaded into the candidates online application and will not be distributed to the applicant.

EXPERIENCED TEACHERS: The following are acceptable references in succeeding order of preference:

1. Former Principal/Supervisor/Superintendent (especially for last two most recent positions held);
2. Teachers/curriculum specialists/colleagues with specific knowledge of applicant's professional performance.

TEACHERS WITHOUT EXPERIENCE: Since inexperienced teachers cannot secure references available to experienced teachers, other information pertaining to teaching ability and education is necessary. As a minimum, an inexperienced teacher should file the following items which are applicable to the candidate:

1. Reference forms from Professors and/or Deans of the Schools of Education from which you are graduating (or attending if you are a career change applicant/alternative licensure candidate);
2. Reference from your cooperating teachers;
3. Copies of references from former employers (especially from most recent two employers) if you are an applicant entering the teacher profession after a career change/alternative licensure candidate.

LICENSE: Copies of Virginia and Out-of-State teaching license should be included with the employment application. A copy of the appropriate Praxis Test scores should also be attached.

- If Virginia licensure is in the process of being obtained; this status should be noted by attaching a copy of the license application form. If a Statement of Eligibility has been issued by the VDOE please include this in your application.

EQUAL OPPORTUNITY EMPLOYER: The Colonial Heights City School Board is an Equal Opportunity Employer. The Colonial Heights City School Board does not discriminate on the basis of race, color, religion, age, national origin, marital status, military service, disability, or gender in admission or access to, or treatment, or employment in its programs or activities. Reasonable accommodations will be provided to persons with disabilities if requested. The Director of Office of Support Services is designated as the responsible person regarding assurances of nondiscrimination under Title VII of the 1964 Civil Rights Act and Title IX of the EEOC Act, Education Amendments of 1972. Requests for hearings over any complaint alleging discrimination based on a disability under Section 504, the Americans with Disabilities Act, and IDEA, shall be made in writing and directed to the Director of Office of Support Services, 3451 Conduit Road, Colonial Heights, Virginia 23834, and telephone (804) 524-3445.

For your information and guidance, our employment procedures are described below:

1. All complete applications will be reviewed and screened by the appropriate personnel staff.
2. The appropriate personnel staff will review references, transcripts, and/or placement folders. The Colonial Heights City Public Schools reserve the right to confirm any or all references filed and to check any references developed independently.
3. An applicant who is being considered for a specific assignment will be scheduled for an interview with the building administrator(s) and/or school board office administrator(s) along with an appropriately developed selection panel.
4. All teaching and administrative applicants must meet current licensure requirements as established by the Virginia Department of Education

Applications remain active for one year (12 months) and may be updated at any time during this period. While your application will remain active, you will need to log in and apply for specific vacancies as they occur. We would appreciate your notifying us if you accept employment elsewhere or if you wish to have your application withdrawn from our active file for other reasons. Good luck in your search for a position. If you need assistance, feel free to call at (804) 524-3400, ext. 18.

Sincerely,

D. Burke George

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Human Resource Manager