Frequently Asked Questions

Q1. What is a "Licensed" position?

Answer:
Spotsylvania County Schools' licensed positions include teachers, counselors, librarians, therapists, and administrators. Shortages currently exist in the following teaching areas: biology, chemistry, earth science, English, ESL, foreign languages, special education, library media, math, occupational therapy, physical therapy, physics, school psychologists, speech pathologist, technology education, vision-impaired, work and family studies, and middle school.

Q2. What is a "Classified" position?

Answer:
Spotsylvania County Schools' classified positions are positions supporting the instructional program in the school system. Classified positions include paraeducators, cafeteria workers, bus drivers, secretaries, mechanics, nurses, custodians, etc.

Q3. Is the website secure?

Answer:
Absolutely. Spotsylvania County Public Schools and AppliTrack Technologies have taken rigorous measures to protect all of your data and personal information. Extensive security settings and flexible permission settings keep your documents secure and confidential.

Q4. Who will see my application?

Answer:
Your application will remain confidential. It will be seen only by personnel in the Human Resources Office and administrators who are involved in staffing.

Q5. Once I've registered and submitted my application, can I update it?

Answer:
Yes, your application can be updated as often as needed. To update your application, you must log onto the web page using the AppliTrack user id and password that you created.

Q6. Will I hear from someone about my application?

Answer:
Yes, AppliTrack will send an email to an applicant upon submission of a completed application.

Q7. How do I find out about the status of my application?

Answer:
For all employment questions and to check the status of your application, please contact the Human Resources Office at 540-834-2500 ext. 1500.

Q8. Can I submit a paper application instead of completing the online application?

Answer:
We only accept online applications.

Q9. What information will I need to complete an application for a licensed position?

Answer:
In addition to personal information (address, phone number, etc.), you will need to provide information regarding your education, including student-teaching experience, Praxis scores, any work experience, and references. Copies of all licenses, certificates, test scores, etc. should be submitted electronically through the AppliTrack system.

Q10. What information will I need to complete an application for a classified position?

Answer:
In addition to personal information (address, phone number etc.), you will need to provide information regarding your education, including any licenses or certificates which enhance your ability to perform in the position for which you are applying, any work experience, and references. Copies of your licenses or certificates must be submitted electronically through the AppliTrack System.

Q11. How do I submit supporting documents (reference forms, Praxis scores, transcripts, etc.)?

Answer:
Most supporting documents can be electronically submitted when completing your application through AppliTrack, however **TB tests** and **driving records** must be forwarded via mail, fax, or submitted in person to the office of Human Resources.

Q12. If I have a teaching license from another state, will I be able to receive a Virginia license automatically?

Answer:
Virginia will recognize the teaching licenses of other states and grant a Virginia license through reciprocity only if you have taught on that license as a contracted full-time teacher for a minimum of three years; otherwise, you will have to meet the state's standards for licensure.

Q13. Can I apply for a position if there is no specific job posting? Answer:
Yes. AppliTrack maintains a pool of candidates. AppliTrack encourages applicants to submit a completed application for future vacancies. Candidates will indicate which job categories are of interest. When an opening occurs in an identified area, the candidate will receive an email notification regarding the new vacancy inviting him/her to link the submitted application to the posted vacancy.