

FREQUENTLY ASKED QUESTIONS

Employment

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How long will my application be active?

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What are the hours for the Human Resources Department?

Teacher Information

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Q: How do I apply for a position?

A: Applications are accepted for vacant positions only. Applications can be accessed on the website at <http://www.nhgs.tec.va.us/employment/applications.php>.

Q: How long will my application be active?

A: Your application will remain active for 90 days from the time you apply.

Q: Where is the Human Resources Department located?

A: The Human Resources Department is located at 520 Butler Farm Road, Hampton, Virginia (near Thomas Nelson College).

Q: What are the hours for the Human Resources Department?

A: 8:00 a.m. - 4:00 p.m. Monday-Friday

Q: How do I become a teacher if my degree is not in education?

A: The Department of Education has minimum requirements for every subject and those requirements must be met to be eligible for the Provisional or Conditional License. The best source for this information is: <http://www.doe.virginia.gov>.

Q: How do I get a license to teach?

A: There are several ways to secure a license to teach:

- Complete a teaching program at an accredited college/university;
- Hold a bachelor's degree and complete a major in the subject area that will be taught;

- Be within 6 credit hours of the required content coursework specified for a given subject area;
- Complete a *Career Switcher* program;
- Reciprocity - hold a valid out-of-state teaching licensure.

Visit the Department of Education website to learn more at <http://www.doe.virginia.gov>.

Q: How long does it take for the Department of Education to issue my license?

A: 4-6 weeks

Q: What local colleges/universities offer teacher programs?

A: The College of William and Mary, Hampton University, Old Dominion University, Norfolk State University, Regent University, Christopher Newport University, Virginia Wesleyan and Cambridge College offer teacher programs.

Q: What are the requirements to be a Teacher Assistant?

A: Completion of high school including or supplemented by courses related to assignment (two years of college preferred) and some experience working with special needs children or young adults; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability.

Q: I've had my initial interview for a Teacher Assistant position. What is the next step?

A: The hiring manager will contact the candidate selected for the position. The Human Resources Department will notify you in writing of the acceptance or non-acceptance for the position.

Q: What are the requirements to be a Substitute?

A: Degreed Substitute Teachers: 4-Year college degree required; experience working with children preferred and official transcript required.

Non-Degreed Substitute Teachers: High School diploma or GED required. Experience working with children preferred.

Q: Are substitutes eligible for fringe benefits?

A: Substitutes are considered temporary employees and are not entitled to benefits.

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