

Cocke County Board of Education

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Paul Cogburn, Curriculum Coordinator
Andre Collier, Special Education Supervisor
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TO PROSPECTIVE APPLICANTS PLEASE READ CAREFULLY

We are pleased that you are interested in employment in the Cocke County School System. The following information will acquaint you with our employment procedures. If you desire additional information, please, telephone 423-623-7821 extension 10.

Please complete and return the official application to the Central Office. Applications are accepted at any time and remain on file for two years. If you want your application to remain for an additional year, you will need to notify us. You will not be considered without a completed application in the active file except in emergency situations.

To be complete, your application must have the following on file:

Application

- Transcript(s) of all post secondary work taken
- Three References: Applicants with experience should request references to complete the enclosed Employee Reference Form. References should include last principal or supervisor. References for administrative or supervisory position(s) should be narrative form.
- Copy of your National Teachers Examination Scores/Praxis
- Copy of your Tennessee Teaching Certificate
- Copy of your Out-of-state Teaching Certificate

Students in Tennessee colleges should check with their college Education Department concerning certification. Out-of-state applicants should call the Tennessee State Department of Education, Office of Certification and Licensing at 615-532-4880, to determine their eligibility for certification to teach at the level or field for which they are applying. Tennessee certification is required for employment as a teacher in the Cocke County Schools, and a copy of your certificate must be filed when employed.

Your application in our active file will be considered when openings in your area of certification occur. In most cases, only applicants with complete applications are considered for vacancies.