



How to Setup a profile and Apply for a Position with Lee County Schools Application System powered by People Admin (Teacher Match)

People Admin Application Help: 1-855-980-0511 (7:00 am – 8:00 pm EST)

Or email: applicants@teachermatch.org

Before you get started you will need the following information

- A personal email address-do not use a work email
- References – a minimum of three (3). Name of reference, Job title of reference, contact information- phone number, email address. **Note: One reference must be current or last employer.**
- List of work experience with company name and dates of employment
- Some positions may require transcripts (unofficial are acceptable for application purposes)

Visit Lee County Schools Website at www.lee.k12.nc.us.
 Click the employment heading at top right of page
 Click on the words Apply Here (this will open up the Lee
 County Schools Job Board).

To apply, you will
 need to create a
 TeacherMatch
 account or login
 with your
 TeacherMatch
 account

LEE COUNTY SCHOOLS **Lee County Schools Job Board**

106 Gordon St, Sanford, North Carolina, 27330, Phone #: 919-774-6226

Keywords

Search for jobs by any keyword, branch name, district name, zip code and more.....

School/ Dept

Jobs Category

Subject(s)

Zip Code

State

Search

Already registered with TeacherMatch, please [click here](#) to login
 Do not have a TeacherMatch account, [signup here](#)

Job ID	Title	Subject	School	Address	End Date	Actions/Apply
285037	School Psychologist		Warren Williams Elementary Alternative	901 Lawrence St, Sanford, North Carolina, 27330	Until filled	
284423	English Teacher		Lee County High	1708 Nash Street, Sanford, North Carolina, 27330	Until filled	
284323	Spanish Teacher		Lee County High	1708 Nash Street, Sanford, North Carolina, 27330	Until filled	

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First Time Users: How to Sign Up

- Enter First and Last name
- Enter email address (Personal email not work email)
- Select a password
- Click on box next to “I’m not a robot”
- Click Sign up

NOTE: Please enter name as it appears on your Social Security Card

First Time Users: How to Sign Up Continued

- After you click on Sign up, you will see the following message:

You have been successfully registered with TeacherMatch.

We have sent you an email with login details and an authentication link.

Please check your email to Authenticate. (note: sender may be no-reply)

If you did not receive the authentication email, please check your spam box or email clientservices@teachermatch.com

- Check inbox for email (may take up to 10 minutes before you receive the email)

First Time Users: How to Sign Up

Continued

- Click on link in email to verify your email address. In body of email you will see click here to verify your email and then the link. Click on the link.
- You will be directed back to the login screen.
- Enter your email address, password and click on login.

First Time Users: How to Sign Up Continued

- Select your preferences (select all that apply)

Geography: Choose all

Type: Choose at least Public

Regions: Choose South

- Upload your resume
- Click if you would like to allow your profile to be viewed by other district administrators based on your preferences (by not selecting agree, you may limit the ability of your application being seen by potential employers)
- Click Green Save Preferences Button.

Setting up a Profile

- After clicking on Save Preferences, you will be routed to your dashboard screen. Your dashboard screen is an overview of your activity with Teacher Match.
- First step is to setup your Profile. You only have to setup your profile once for all positions. You can edit this information anytime.
- Click on heading Portfolio to start.

Profile Setup-Personal Screen

- Complete application field requirements which are indicated by a **red asterisk***
- **Note: Name you enter here must match your legal name on it appears on your Social Security Card.**
- Be sure to click green Save and Continue button at bottom of screen before moving to the next screen

Profile Setup-Academic Screen

- Add information to each section by clicking the +Add on the right hand side of each section.
- Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try “other”.
- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to next section.
- When finished on a page, click on the green Save & Continue button.

Profile Setup-Credential Screen

- Add information to each section by clicking the +Add on the right hand side of each section.
- Enter your information by typing and then selecting best fit from the list.
 - *If you do not hold a teachers license, you will click +Add certification/licensure on the right hand side of section, then under Certification/ Licensure status, select Don't Have Any Certifications.
- Once you have completed typing, click on the blue Save Section Button. Then click on the +Add on right side of screen again to add additional information. Be sure to save each section before moving to the next.

Profile Setup-Credential Screen

Continued

- Add information to each section by clicking the +Add on the right hand side of each section.
- Once you have completed typing, click on the blue Save Section button. Then click on the +Add on the right hand side of section to add additional information. Be sure to save each section before moving to the next.
- When finished on a page, click on the green Save & Continue button.
- **Note: You must enter at least three (3) references and one (1) MUST be a current or last employer. After entering first reference click +Add reference on the right hand side of section to add another reference. Do this step again to add another reference.**

Profile Setup-Experience Screen

- If applicable for the position you are applying-You will need to upload your resume here.
- Add information to other sections by clicking the +Add on the right hand side of each section.
- Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try “other”.
- Once you have completed typing, click on the blue Save Section button. Then click on the +Add on the right hand side of the screen again to add additional information. Be sure to save each section before moving to the next.
- When finished on a page, click on the green Save & Continue button.
- **Note:** When entering employment history, start with most current position.

Profile Setup-Affidavit Screen

- Read terms and conditions of use.
- Click on the confirm button.
- Click on the green Complete button. You will now be directed back to your dashboard.

Congratulations! Your Profile is now complete

- Click on Job Opps heading to get started on your job search
- Note: From your dashboard you will also be able to see at a glance the jobs you have completed an application for as well as any incomplete applications.

Applying for a Position-Step 1

- Type in Lee County School System under District, select Sanford under city and North Carolina under state and click on the green search button to narrow your search.
- Review the list of available positions and identify the position(s) to which you would like to apply.
- Click the Apply icon on right hand side of line of position you are applying for to begin the application process.

Applying for a Position- Step 2

- The next screen you see will be the job posting. Click on one of the green Apply buttons to enter the application.

Applying for a Position-Step 3

- Once you click on apply, you will see the cover letter screen.
- You may copy and paste from a word document or type in your cover letter information.
- Then click green continue button.

Applying for a Position-Step 4

- This is required information for all applicants.
- You must submit your social security number. (If you are licensed it will potentially auto-populate licensure information, education and other key information)
- Confirm all information and complete all information with a **red asterisk***
- Then click the green Save & Continue button.
- **Note:** Enter your legal name as it appears on your Social Security Card.

Applying for a Position-Step 5

- Answer all of the Mandatory Declaration questions, if you select yes, an explanation is required.
- Then click on the green continue button.

Applying for a Position-Step 6

- Click on green Job Specific Inventory button.
- Answer each question.
- Click the green next button at bottom of page to continue to next screen.

Applying for a Position-Step 7

- Review the Certification & Release of Liability Affidavit.
- Click on the box to confirm.
- Click the green continue button.

Congratulations! You have applied for a position with Lee County Schools.

- After applying for a position you will be directed to log back into the job vacancy listing screen.
- From here you can apply for additional positions simply by repeating the previous six (6) steps.

Thank you for applying with Lee County Schools

- If you still have questions on how to set up a profile or apply for a position call PeopleAdmin Support at 1-855-980-0511 (7:00 am – 8:00 pm EST) or email them at applicants@teachermatch.org