



Teacher Referral Program

Loudoun County Public Schools

Department of Human Resources and Talent Development

LCPS employees are ambassadors for the school division and can help spread the word about the awesome opportunities LCPS teachers experience. We hope you will help us recruit talented and highly-qualified professionals to join the LCPS team of teachers. Thank you!

Guidelines

1. You may submit the teacher candidate name and information using the **Teacher Referral Form** that is located on the LCPS website using the “Employment” tab and then “Recruitment” tab.
2. The referral should represent the teacher candidate's first contact with LCPS. Please do not refer the candidate if you are aware that he/she already has an application on file with LCPS.
3. Once your teacher candidate referral is submitted, someone from the Human Resources and Talent Development Department (HRTD) will contact your teacher candidate regarding LCPS opportunities.
4. All candidates will be evaluated for employment consistent with LCPS policies and procedures. All information regarding LCPS applicants will remain strictly confidential. LCPS is an equal opportunity employer.
5. A monthly spotlight of any LCPS employee who participates by submitting a teacher candidate referral will be posted on the HRTD official LinkedIn page. The name for the monthly spotlight will be randomly selected. The participating employee will be contacted for his/her permission to post a picture and spotlight information.

Frequently Asked Questions (FAQs)

1. How do I know if my teacher candidate referral was received?
✚ You will receive an email confirmation after you have submitted your referral.
2. What if I don't know if my teacher candidate has the license and endorsement required to teach?
✚ Submit your referral anyway! The HRTD recruitment and licensure team will determine the teacher candidate's eligibility.

3. How will I know if the teacher candidate that I referred is going to get hired?
 - ✚ HRTD respects the confidentiality of employee and applicant information. Privacy laws prohibit LCPS from sharing information regarding your referred teacher candidate's application, should he/she complete an application.

4. What if my teacher candidate has questions about the Teacher Referral Program that I cannot answer?
 - ✚ If your referred teacher candidate has questions, please ask him/her to contact HRTD at 571-252-1557 or email recruitment@lcps.org and reference the *Teacher Referral Program*.

5. When will I know if I will be recognized in the monthly HRTD LinkedIn spotlight?
 - ✚ The name of LCPS employee who participates in the Teacher Referral Program will be randomly selected on a monthly basis. The selected employee will be notified prior to being recognized on the HRTD LinkedIn spotlight.
 - ✚ HRTD recruitment staff will ensure we have the employee's permission before recognizing the employee in the monthly LinkedIn spotlight.

6. Is there a limit to the number of teacher candidates that I may refer?
 - ✚ There is no limit to the number of teacher candidates that you refer.

The Human Resources and Talent Development recruitment team appreciates your willingness to serve as an ambassador for LCPS. Please contact us at 571-252-1557 or email recruitment@lcps.org.