

Detailed Application Instructions

Step 1: Create an Account

- Click on [Apply Now](#) and select *Create New Account*.
- Select *Licensed* for the application type (teacher/specialist) and enter your information. Required fields are marked with a red asterisk (*).
- Choose a username and password. You will need this information to return to your application in the future to make changes or to apply for additional jobs. Click on *Save and Next*.
- Once your account has been successfully set up, you will be directed to the Success screen. Click on the login button to begin the application.

Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2: Complete Your Application

- Click on the *Application* blue tab at the top of the screen to begin your application.
- Read the instructions on each page and enter the requested information. Required fields are marked with a red asterisk (*). Click on *Next* or *Save and Next* to move throughout the application.
- Upload all required documents where the upload is requested. If you have additional documents to share, please upload those on *Attach Documents* page.
- Please note, you must list three (3) current or the most recent supervisory references who can attest to your ability to perform the essential duties and tasks of the teaching/specialist position for which you are applying.
 - A supervisor is someone who writes your evaluation, observes your performance, and provides feedback. **Please ensure all contact information for these supervisors is accurate.** Failure to list your current/most recent supervisors and/or not providing accurate contact information will result in either delaying or not processing your application.
 - For those without fulltime, contracted experience, you must list your cooperating teacher/intern supervisor and university/college supervisor. The third reference can be a principal or a second cooperating teacher/intern supervisor.
 - Please do not list grade level chairs, department heads, or other colleagues.



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- To exit your application, click on *Logout*. You may exit your application and return to complete it at any time. To return to your incomplete application you will need to sign in using your created username and password. All applications must be complete, including uploaded required documents to be considered for any position.
- Upon exiting your application, any questions not answered will be listed and you will receive a system notification email identifying incomplete questions.

Step 3: Apply for Open Positions

- While logged into your application, click on *Jobs* tab. Click on *View/Apply* next to a job. Please ensure you have uploaded all required documents for the position.
- Click on *Apply for this job* to apply. You may apply directly to any open positions of interest and for which you can license. Principals are able to review, interview, and select any applicants that have applied to their job postings. Applicants may contact the schools directly to inquire about scheduling interviews. Please note, the system will not allow you to apply for open positions if your application is not complete and you will receive an error message. Repeat process to apply for additional jobs.
- Check back regularly to review the *Jobs* tab for new positions.
- To withdraw your interest in a position prior to its closing, click the *View/Apply* next to the job. Click on *Withdraw interest for this job*.

If you still have a question, please ask us [HERE](#) or call 702-799-5427, option 4.