

How to Find Internal Job Postings and Apply

- Go to the home page of our [District website](#)
- Under departments go to [employment/personnel](#).
- Click the link for Job Postings under Employment Opportunities.
- Click on View Internal Postings.
- Choose the category - as an example - under Athletics, there are positions for High School and Middle School Head Coaches and Assistant coaches. If you click on Additional Information, it shows you all of the sports the listing covers.
- Once you find the position you are looking for, click on the red "apply" button.
- The first time, you will have to create your account. This includes your name, address, phone, SS number. You will enter your district email and create a password. Once that is complete, you will have to keep clicking on "next page" (it scrolls the length of each page). On the left side of the screen you will see which step you are on for the process.
- Internal applicants only have to upload a letter of interest. You will not have to complete an application or answer any questions.