

APPLICATION INSTRUCTIONS

1. Navigate to <https://jobs.philasd.org/opportunities/school-based-support/>
2. Click the big red button to begin creating your account

Our School-Based Support Application Process Has Changed

To get started, please scroll down to view a map of the new process!

Apply for a School-Based Support Position

Serving a population as richly diverse as ours, creativity, innovation, and an intrinsic desire to improve the academic outcomes for all students are at the heart of our approach to education. Our student body comes from a vast range of cultural, socioeconomic, and family backgrounds. We believe it's precisely this variety of potential experiences, though, that sets The School District of Philadelphia apart.

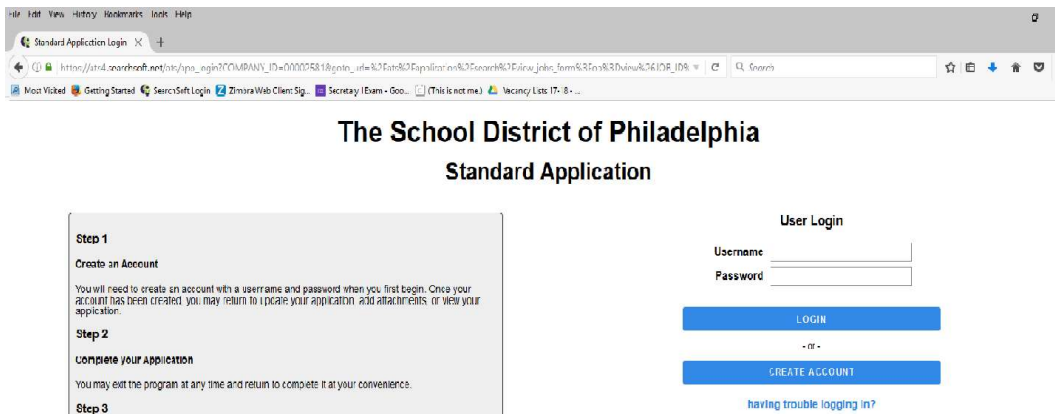

Click HERE to apply for a role!

For assistance navigating our application, please [click here](#) for a navigation guide.

Having trouble accessing your application? Please visit <http://peopleadminsupport.com/category>



3. Follow the instructions to create a profile (If you have already created an account, you may enter your username and password in the proper fields).



The screenshot shows a web browser window with the URL: <https://jobs.philasd.org/opportunities/school-based-support/>. The page title is "The School District of Philadelphia Standard Application".

Step 1

Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created you may return to update your application, add attachments, or view your application.

Step 2

Complete your Application

You may exit the program at any time and return to complete it at your convenience.

Step 3

User Login

Username

Password

LOGIN

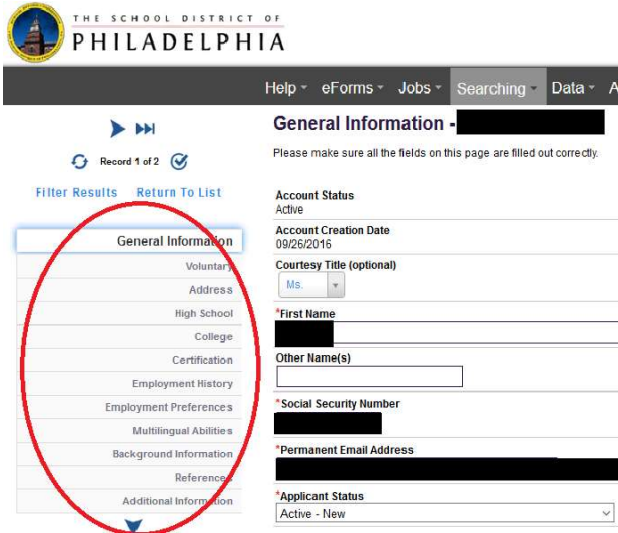
- OR -

CREATE ACCOUNT

[having trouble logging in?](#)

NOTE: If you are a current employee, you may select the Transfer Application option.

4. Create your profile by moving through the tabs and adding all the necessary information.

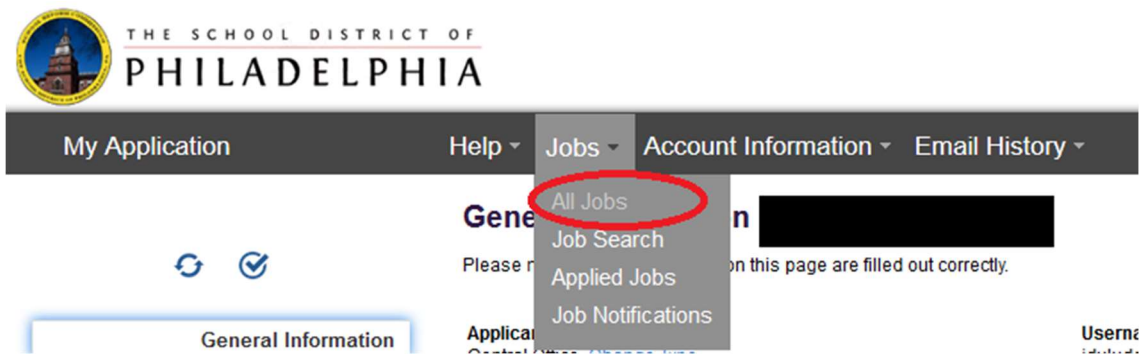


****Please be sure to fill out all required fields****

NOTE: The question below refers to our **School-Based Support Positions Information Sessions**, which occur on **Mondays from 2-4 PM at the central office**. If you have already attended one of these sessions, please indicate so in the **General Information** tab of your application and we will follow up with you accordingly.

*Have you attended a School-Based Support Positions Information Session at The School District of Philadelphia central office?
 Yes No

5. When finished with your profile, Click the **Jobs** tab, select **All Jobs**, and select the job you are interested in once more to apply; complete job questionnaire and submit.



NOTE: If you are interested in Bus Attendant, Student Climate Staff, Supportive Service Assistant, or Special Education Assistant, please apply to the **Student Support Candidate Pool SY 2018-19** posting.

If you are interested in General Cleaner, Food Service Assistant, or Food Service Utility Worker, please apply to the **Operational Support Candidate Pool 2018** posting.

If you are interested in any of the mechanical trades, please apply to the **Mechanical Trades Support 2018** posting.

For any other positions, please apply to the specific postings normally.

4600152406	Open	Student Support Talent Pool SY 2018-19	03/23/2018	The School District of Philadelphia
4600152407	Open	Operational Support Talent Pool 2018	03/23/2018	The School District of Philadelphia
4600152408	Open	Mechanical Trades Support Talent Pool 2018	03/23/2018	The School District of Philadelphia

7. Click your **Jobs** tab, then **Applied Jobs** to verify; the position you applied to will appear here.

8. If you receive a message stating you have not completed all the required fields, click **My Application** then click the circle with the check mark to see which pieces of information you are still missing.



General Information
Voluntary
Address
High School
College
Certification
Teaching Experience
Employment History (Non-Teaching)