



SCHOOL BASED SUPPORT JOB APPLICATION “HOW TO”

For the Student Support, Operations Support, and Trades Support Talent Pool applications

Complete Your Profile

1. Navigate to <https://jobs.philasd.org/opportunities/school-based-support/>
2. Click the big red button to get to the job application system.

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

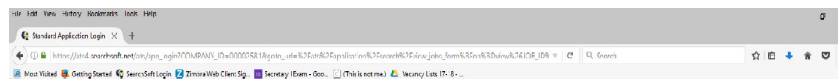
Serving a population as richly diverse as ours, creativity, innovation, and an intrinsic desire to improve the academic outcomes for all students are at the heart of our approach to education. Our student body comes from a vast range of cultural, socioeconomic, and family backgrounds. We believe it's 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
 - a. If you do not have an account, click “Create an Account”. You will be prompted to create a username and password.
 - b. When you are prompted to select an applicant type, **you should click ‘School Based Support’ as your applicant type.**
 - c. When you are prompted to select an application type, **you should click Standard Application** if you are not a current employee. If you are a current employee, you may select the Transfer Application option.
 - d. You will also be asked to set up account recovery questions.
 - e. If you have already created an account, you may enter your username and password in the proper fields.



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 complete your application and 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](#)

[CREATE A ACCOUNT](#)

[having trouble logging in?](#)



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- Once you have created your account, you must create your application profile. Click on “My Application”. Do not try to apply to the position until you have completed your application profile, otherwise it will not let you apply!

- To create your application profile, you will need to clicking on each tab in your application and enter information into each required field in the section. Click ‘save’ at the bottom of each tab once you are done. You must complete each tab.

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

****Trick: Click the blue “check” mark right above the General Information tab to check what information you still need to enter****

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Help - eForms - Jobs - Searching - Data - Ad

Record 1 of 2

Filter Results Return To List

General Information

Voluntary

Address

High School

College

Certification

Employment History

Employment Preferences

Multilingual Abilities

Background Information

Reference

Additional Information

Account Status: Active

Account Creation Date: 09/26/2016

Courtesy Title (optional): Ms.

*First Name: [Redacted]

Other Name(s): [Redacted]

*Social Security Number: [Redacted]

*Permanent Email Address: [Redacted]

*Applicant Status: Active - New

- You will know when your application profile is complete when clicking on the blue check mark shows the following:



Data Entry Requirement Met

Your minimum data entry requirements have been met. This application is now available to hiring personnel.

The School District of Philadelphia's hiring policy may require additional steps to ensure eligibility (e.g. attaching documents, applying for jobs, etc...) Please see the The School District of Philadelphia's website for further instructions.

Back

Add your Profile to a Specific Job Opening

- When finished with your profile, Click the **Jobs** tab, select **All Jobs**.

Help - Jobs - Account Information

General Information

Please make sure all the fields on this page are filled out correctly.

Applicant Status

All Jobs

Job Search

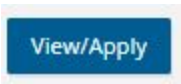
Applied Jobs

Job Notifications



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8. Find the position you are interested in applying for and click 'View and Apply'.



Select the **Student Support Candidate Pool SY 2018-19** posting if you are interested in any of the following roles: Bus Attendant, part-time Student Climate Staff, Supportive Service Assistant, Special Education Assistant. *To learn more about student support roles, please visit <http://bit.ly/InstructionalSupportSDP>*

Select the **Operational Support Candidate Pool 2018** posting if you are interested in any facilities, food service, or maintenance position: General Cleaner, Food Service Assistant, Food Service Utility Worker. *To learn more about operational support roles, please visit <http://bit.ly/OperationalSupportSDP>*

Select the **Mechanical Trades Support 2018** posting if you are interested in a mechanical trades position. *To learn more about mechanical trades roles, please visit <http://bit.ly/TradesPositionsSDP>*

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

9. On the next page, select "Apply for this job" and complete the questionnaire for the position. Click Save and Next. You're done!



10. 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.

