



2020 SCHOOL BASED SUPPORT JOB APPLICATION “HOW TO”

For the Student Support Talent Pool, Operations Support Talent Pool, and Skilled Trades Talent Pool.

Complete Your Profile

1. Navigate to www.workinphilly.com and click ‘Apply Now’.
2. Click the title of the position to apply for the specified role.

Click the title of the position below to apply directly for a Student Support, Operations, or Mechanical Trades position. All other open positions can be found on our “Other Open Roles” icon below.

 Other Open Roles View all of our additional school support vacancies here!	 Special Education Assistant Required to take the Highly Qualified Exam and Special Education Assistant Exam-see Testing Resource Page for more details.	 Supportive Service Assistant Required to take the Highly Qualified Exam - see Testing Resource Page for more details.	 Skilled Trades Talent Pool (for Plumber, Painter, Ironworker, HVAC Mechanic, Steamfitter, Electrician, and other roles)
 Food Service Assistant	 Student Climate Staff	 General Cleaner Required to take a Written Exam - see Testing Resource Page for more details.	 Bus Chauffeurs (Driver)

3. On the next page you can review the job description and apply for the role. Click the Blue Login and Apply button, located on the bottom right corner.

Job Description:

- Assists students with use of mobility and/or weight-bearing equipment, such as leg braces, walkers, standers, and tricycles.
- Assists students with daily living skills, including feeding, grooming and dressing.
- Assists students with all aspects of toileting, which may include lifting on and off the toilet, diapering and the use of changing tables and mats.
- Assists students with tube feedings and/or changing colostomy bag when required as instructed by the teacher and/or school nurse.
- Monitors vital signs; monitors for seizure activity, and/or tube feedings under the direction of the school nurse.
- Administers First Aid and/or CPR whenever needed and/or required.
- Reports any change in daily physical condition for a student with severe medical/mobility needs or who is medically fragile.
- Ensures the student utilizes all needed/required safety/health equipment, such as a helmet, glasses, or hearing aid.
- Notifies the student's teacher of any equipment that may be damaged or in need of repair, such as a wheelchair or hearing aid.
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regularly-assigned teacher.

Additional Job Information Interviews may be conducted to determine how well a candidate meets the established criteria. Please note that not all qualified candidates may be selected for an interview.

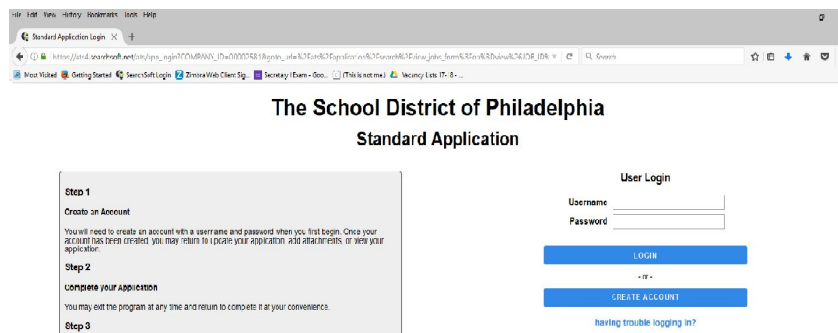
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Unified Talent Applicant Tracking Enterprise



THE SCHOOL DISTRICT OF PHILADELPHIA

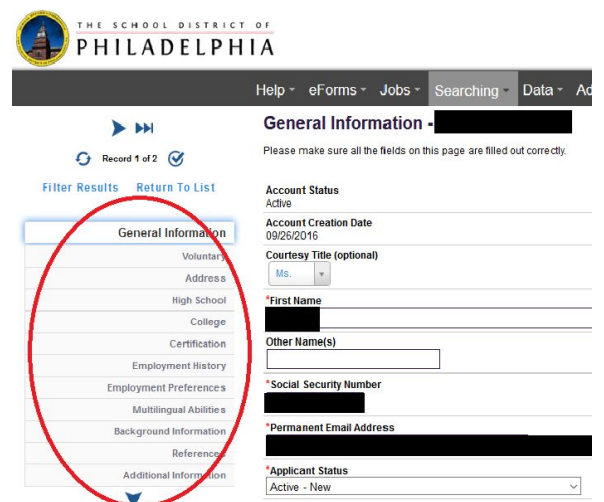
4. Follow the instructions to create a profile:
 - a. If you do not have an account, click "Create an Account". You will be prompted to create a username and password.
 - b. When you are prompted to select an applicant type, **you should click 'School Based Support' as your applicant type.**
 - c. When 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 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.



5. 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!

6. To create your application profile, fill in the fields on the first page ("General Information"). When complete, click 'Save and Next'. This will take you to the next tab in your application.
7. Complete all tabs of information.

****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****





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



Data Entry Requirement Met

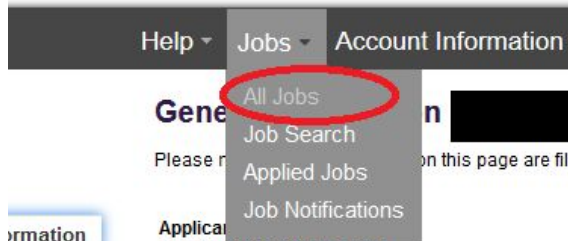
Your minimum data entry requirements have been met. This application is now available to hiring personnel.

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.

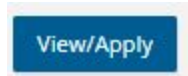
[Back](#)

Add your Profile to a Specific Job Opening

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



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



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



- 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.

