

Application Instructions for ESY Positions:

1. Go to Human Resources website - http://www.hr.spps.org/Search_Jobs_and_Apply.html
2. Click on "Current Employee" Link.
3. Sign in - If you have never signed in before, you will need to request a temporary password in order to sign in. A link with instructions on how to sign in for first time users is located on the main page. Your User ID is your 6 digit employee ID number.

The following positions are posted for ESY:

Job Number	111532	Development Cognitive Disabilities/Physical Impairment
Job Number	111533	Specific Learning Disabilities
Job Number	111534	Autism
Job Number	111535	Emotional Behavior Disorders
Job Number	111536	Early Childhood Special Education
Job Number	111537	Deaf/Hard of Hearing
Job Number	111538	Related Services (Speech, OT, PT, Social Worker)
Job Number	111539	Paraprofessional

If you are interested in multiple positions, apply for all vacancies for which you wish to be considered.

Helpful Tips for Successfully Using the Online Application:

- Have your education and job history available when you fill out the online application.
- The system will time out after you have been on a page for more than 18 minutes without entering any information. If the system times out, you will lose any information you have entered.
- The online application is not "saved" until you complete the application and click the "Submit" button. If you exit the application before you have submitted the application, your information will be lost.
- Do not use the back button on your tool bar. Use the Next or Previous links at the bottom of the page to move throughout the online application.
- Make sure to apply for the ESY positions by adding the job to your job basket. To verify that you have successfully applied for the job, from the main applicant home page, click on "View Application Status". The ESY positions should be listed with a status of "Applied." If you create the online application but don't apply specifically for the ESY positions, you will not be considered further.

Further Assistance:

- The Human Resource website has a Career Help Center which answers many frequently asked questions about the online application system. Visit the website to access the information. http://www.hr.spps.org/Career_Help_Center2.html
- A phone help line is available Monday - Friday between 8:00 am and 4:30 pm to provide assistance. Contact 651-603-HELP, option 7.