How to Apply on TeachIowa
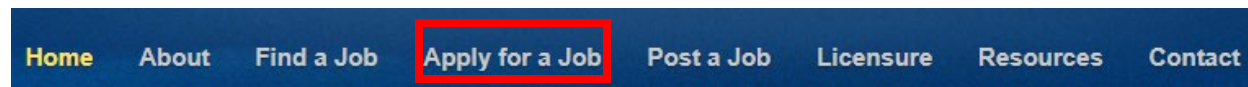
Go to www.teachiowa.gov

Click "Apply for a Job" from the top of the page.

 A separate window will open. If you have never filled out an application on TeachIowa, click "START". If you have began or completed an application on TeachIowa previously, click "LOGIN".

Once you click "START", you will be asked to fill out the information in this image.

If you have previously started an application, it only allows one application per email address. You will need to login to continue or update the previous application. To do this, there is a link in the top right corner of the above page.

Once you have entered your information on the first screen, you will be taken through several steps. First, you will need to enter your permanent address. On the next page you will be asked if you are currently employed by one of the organizations listed. Click the "Yes" radio button and then proceed to find the "Shenandoah CSD" radio button.

▶ **Are you currently employed by one of the organizations listed below?** ⊙ Yes

○ No

▶ **If yes, please indicate your current employer:**

⊙ Shenandoah CSD

At the bottom of this page, you will be asked if you wish to apply internally with the selected district. Select the "Yes" radio button.

▶ **Do you wish to apply internally with this district?** ⊙ Yes

○ No

On the next screen you can search for open positions. I would suggest at a minimum selecting Shenandoah CSD. Click "Search". The results will show below the search box as shown in this image. For the purpose of this tutorial, I have only included the Athletics/Activities positions that are open. You may need to scroll through to find the position(s) you are interested in.

💬 <u>Please check the positions for which you would like to be considered.</u>

Options: <u>group by location</u> | <u>search for jobs</u>

		X
Title Contains:		
Posting Contains:		
In Category:	Select Category ▼	
At Location:	-- Any Location -- ▼	
District:	Shenandoah CSD ▼	
Within:	5 ▼ miles of Zip:	
Posted in the last:	All Dates ▼	Search

Athletics/Activities

⊟ **Coaching**

☐ JobID 50230: Assistant Bowling Coach **Internal Only**
　District: Shenandoah   Location: Shenandoah High School

☐ JobID 50227: Head Bowling Coach **Internal Only**
　District: Shenandoah   Location: Shenandoah High School

☐ JobID 48385: JV Volleyball Coach
　District: Shenandoah   Location: Shenandoah High School

☐ JobID 49526: MS Track Coach
　District: Shenandoah   Location: Shenandoah Middle School

Once you select a position that you are interested in, a dropdown menu will appear where you will put your years of experience in a similar position.

On the next screen, you can select any other openings you may be interested in for the future. Any position that states "Vacancy" means there is a vacancy in a district in the state not just our district.

💬 **If you are interested in *future openings* in the following areas, please check the positions in which you are interested.**

⊟ **Administration**

☐ AEA Chief	☐ Assistant Principal **Vacancy**
☐ Assistant Superintendent	☐ Curriculum Director **Vacancy**
☐ Dean of Students	☐ Director **Vacancy**
☐ Director of Special Education **Vacancy**	☐ Human Resources Director
☐ Principal **Vacancy**	
☐ Principal & Activities/Athletics Director	
☐ School Business Official **Vacancy**	☐ School Improvement Leader **Vacancy**
☐ Student Assistance Coordinator	☐ Superintendent **Vacancy**
☐ Supervisor - General Education	☐ Supervisor - Special Education

The next several pages will require you to fill out information similar to a paper application. Depending on the position applied for, it may ask for you to upload a copy of your license, a resume, transcripts, etc.

Please make sure to "Finish and Submit" your application. The job postings are set to email the supervisor/administrator of that position once the application is submitted.

This process is tedious and takes time. You may choose to "Save as Draft" if you are unable to complete the application at one time. Once you have completed an application, you will only need to update it for future positions. Beginning with the 2018-2019 school year, we require all employees and future employees to apply online. We no longer accept paper applications or letters of interest, unless on rare occasions, a post indicates a different procedure. This process is to try and track our applicants and hires more uniformly and efficiently.