

Royal School District No. 160

"Everyone Achieves • Everyone Accountable"
"Todos Logran • Todos Responsables"

901 Ahlers Road • PO Box 486 • Royal City, WA • 99357

Phone: 509-346-2222 • Fax: 509-346-8746

www.royal.wednet.edu

MEMORANDUM

TO: ALL STAFF
FROM: LARA SNYDER
SUBJECT: NEW PROCESS – INTERNAL APPLICATIONS
DATE: APRIL 23, 2015


The district is now using Recruit & Hire/School Spring to post open positions in our district. Employees are required to use this new system to apply for open positions. If you do not have access to a computer or need assistance completing an application online, please come see me at the District Office and I can help walk you through it. All postings will be posted in each building as well as online. To view or apply for an open position go to the district website at www.royal.wednet.edu, and click on Employment Opportunities. See below.

The screenshot shows the Royal School District website. At the top, there is a banner with the district's name and motto. Below the banner is a navigation menu with links: HOME, CALENDAR, EMPLOYMENT, WEBMAIL, and GOOGLE DOCS. An orange arrow points to the EMPLOYMENT link. Below the navigation menu is a main content area with a large image of a student. On the left side, there is a sidebar with a list of links: Home, District, Schools, Families, Community, School Board, Instruction, Employees, and Facilities Options. An orange arrow points to the Employees link. Below the sidebar is a section titled "Royal School District News" with a message from the Superintendent dated April 2015. On the right side, there is a login section with fields for User Name and Password, and a Log in button. Below the login section are links for Leave Us a Comment, FamilyLink, and Healthy Youth Survey.

A new page will open listing all open positions in the district.

To apply for an open position, you must first identify yourself as an internal applicant. You would do this by clicking on the word “Internal” at the top of the page. (See orange arrow).

Username Password English ▼ | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



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[Job Listings](#) [Help](#)

Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. Please be sure and remember your username and password for use on future applications.

Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

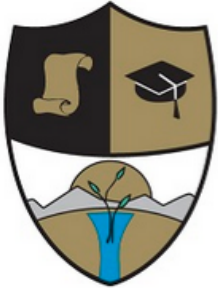
Job Title	Posting Date ▼	Type	Location	
7.5 Hour Preschool Instructional Assistant - Bilingual Required	04/17/2015	Support	Royal School District Preschool	<input type="button" value="Apply"/>
Substitute Teachers	04/17/2015	Substitute	Royal School District Administration Office	<input type="button" value="Apply"/>
Substitute Cooks	04/17/2015	Support	Royal High School Kitchen	<input type="button" value="Apply"/>
Substitute Grounds/Custodians	04/17/2015	Substitute	Royal School District Transportation/Grounds Office	<input type="button" value="Apply"/>
Substitute Bus Drivers	04/17/2015	Substitute	Royal School District Transportation/Grounds Office	<input type="button" value="Apply"/>
Middle School Social Studies Teacher	04/17/2015	Secondary Certified	Royal Middle School	<input type="button" value="Apply"/>
6th Grade Science Teacher	04/17/2015	Secondary Certified	Royal Intermediate School	<input type="button" value="Apply"/>

A new screen will open.

Next, you will need to create an account that will prompt the Recruit & Hire system to mark you as a current Royal School District employee. This step is important so that when you apply you will only have to complete the internal application.

Click on the link that says, “Yes, I am an employee.”

UsernamePasswordEnglish ▾ | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



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[Job Listings](#) [Help](#)

This page is for current employees only.

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

 [I am not an employee.](#)

I already have an Internal Account

Login at the top of the page and [return to job listings page](#). Once Logged in you will be able to view internal job postings.

Non-Employees

If you are not currently eligible for status as an internal or transfer account, please [return to job listings page](#).

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[Help](#)

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The next screen simply asks you to confirm that you are a current employee by typing “yes” below:

I am a current employee of Royal School District 160

Please confirm that you are a current employee by typing “yes” below.



I am not a current employee of Royal School District 160

If you are not a current employee, please [Browse our Available Jobs](#) and fill out a new application for a currently posted position.


The Profile screen asks you to enter your name, create a username and password, enter your email and answer one security question. When finished, click “Save”.

Username

Password

Sign In

English ▾ | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



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Job Listings

Help

Profile Information

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Username *

Password *

Confirm Password *

Email

Confirm Email

Security Question *

Security Answer *

Cancel

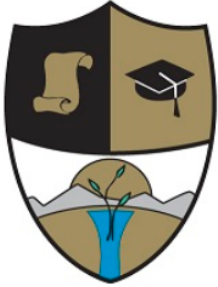
Save

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

You are now logged into the system and can apply for any open position by clicking on the “Apply” button on the far right of the position you wish to apply for, see orange arrow.

[Welcome Lara \(Not Lara?\)](#) | [Account Settings](#) | [Sign Out](#)English ▾ | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



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[Job Listings](#) | [Profile](#) | [Application Status](#) | [Interviews](#) | [References](#) | [Documents](#) | [Help](#)[Sign Out](#)

Welcome Lara
(If you are not Lara Snyder, click [here](#))

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. Please be sure and remember your username and password for use on future applications.

Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

Job Listings

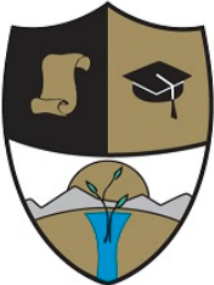
Search
Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date ▾	Type	Location	
7.5 Hour Preschool Instructional Assistant - Bilingual Required	04/17/2015	Support	Royal School District Preschool	Apply
Substitute Teachers	04/17/2015	Substitute	Royal School District Administration Office	Apply
Substitute Cooks	04/17/2015	Support	Royal High School Kitchen	Apply

This screen shows you the job description and other pertinent information about the position. Click on “Apply for this position”. You can print the posting, download and save a pdf file, or if you are ready to apply, you can do so by clicking on “Apply for this position”.

Welcome Lara (Not Lara?) | [Account Settings](#) | [Sign Out](#)

English | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



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[Job Listings](#)

[Profile](#)

[Application Status](#)

[Interviews](#)

[References](#)

[Documents](#)

[Help](#)

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7.5 Hour Preschool Instructional Assistant - Bilingual Required

Job Description

7.5 Hour Preschool Instructional Assistant Bilingual Required

Job Description

- Using prescribed curriculum, provide large, small and individual group instruction.
- Flexibility as it relates to children and the teams needs.
- Assist in meal preparation and helping children at meal time.
- Ability to work in a fast-paced academic setting and to take the initiative when needed.
- Provide activities and instruction for students and parents as planned by the preschool team.
- Assist students with the development of self-help skills, language skills, and fine and gross motor skills.
- Correct daily work assignments of all students in all areas.
- Maintain student discipline.
- Implement behavioral intervention strategies.
- Experience with Creative Curriculum and LETRS programs preferred.
- Operate various pieces of equipment, ie, copy machines, video equipment, computers, recorders, etc.
- Contact parents and advise regarding student progress and attendance.
- Attend evening monthly parent meetings and other evening events.
- Provide and conduct home visits and conferences

Apply Now

[Apply for this Position](#)

Internal applications will be accepted beginning

Friday, April 17, 2015 12:00 AM
(Pacific Standard Time)

Applications will be accepted beginning

Friday, April 17, 2015 12:00 AM
(Pacific Standard Time)



[Print Job Posting](#)



[Download Job Posting](#)

[Tweet](#) 0

[Pin it](#)

You are now on the Personal Information tab of the application.

[Job Listings](#) [Profile](#) [Application Status](#) [Interviews](#) [References](#) [Documents](#) [Help](#) [Sign Out](#)

[Cancel](#) [Save and Continue](#)

Personal Information

Fields marked with an asterisk (*) are required.

Contact Information

First Name *

Last Name *

Primary Phone

Internal

Current Building *

Current Grade

Current Subject

Present Job *

Supervisor Name *

[Cancel](#) [Save and Continue](#)

Application in Progress

You are applying for 6.0 hrs/day Elementary ParaPro (Bilingual Preferred).

Application Progress

- Personal Information**
- Attachments
- Letter of Interest
- Review

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[Job Listings](#) [Profile](#) [Application Status](#) [Interviews](#) [References](#) [Documents](#) [Help](#) [Sign Out](#)

[Previous](#) [Cancel](#) [Save and Continue](#)

Attachments

Fields marked with an asterisk (*) are required.

Attachment

NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, TIF, JPG, GIF, or PNG file format. Please do not use special characters, spaces, commas or apostrophes in your file name.

Internal applicants are required to submit a letter of interest. You may upload your letter on this page or you can complete a fill-in form on the next page.

Formal Letter of Application [Exposure Incident Report doc.](#) [Choose file](#) [Delete](#)

If you are having difficulty uploading attachments, [click here to try our attachments page without flash](#).

If you have uploaded reference letters, resumes, transcripts or other files, there will be a short delay while we save your files. Please do not cancel or press the back button.

[Previous](#) [Cancel](#) [Save and Continue](#)

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You are applying for 6.0 hrs/day Elementary ParaPro (Bilingual Preferred).

Application Progress

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The “Attachments” page is to be used when you want to upload your letter of interest for the position that you are applying for. If you don’t want to upload a letter of interest, just click “Save and Continue” and you can type it in directly on the next page.

On the Letter of Interest page you can type your letter of interest to be submitted with the application. Once you have finished click “Save and Continue”.

Review Your Information

Your application is not complete until you hit the **"Save and Submit"** button at the bottom of this page and receive a confirmation number.

Policy, Privacy Policy, and Disclaimer

[View Here](#)

Personal Information

Contact Information

First Name	LARA	Last Name	SNYDER
Primary Phone	509-346-2222		

Internal

Current Building	Royal School District Administration Office	Current Grade	
Current Subject		Present Job	Payroll/HR
Supervisor Name	David Andra		

Attachments

Attachment
Internal applicants are required to submit a letter of interest. You may upload your letter on this page or you can complete a fill-in form on the next page.

Formal Letter of Application	Exposure Incident Report.doc
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Letter of Interest

Application in Progress
You are applying for 6.0 hrs/day Elementary ParaPro (Bilingual Preferred).

Application Progress

[Personal Information](#)

[Attachments](#)

[Letter of Interest](#)

Review

The “Review” screen will show everything you have entered into the application. If you need to change something all you need to do is click on the page title where information needs to be updated. Remember to “Save and Continue” after each change. You will need to agree to the application confirmation statement on the “Review” page, type your initials and enter the date before you “Save and Submit”. Once your submit your application, HR and the hiring manager will be notified via email that you have submitted an application.