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.

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).

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.”

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

Royal School District No. 160
“Everyone Achieves • Everyone Accountable”
“Todos Logran • Todos Responsables”
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www.royal.wednet.edu
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.
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”.

7.5 Hour Preschool Instructional Assistant - Bilingual Required

Job Description

7.5 Hour Preschool Instructional Assistant
Bilingual Required

- Using prescribed curriculum, provide large, small and individual group instruction.
- Flexibility as it relates to children and the team’s needs.
- Assist in meal preparation and helping children at meal time.
- Ability to work in a fast-paced academic setting and 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, 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, e.g. 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.
- Prepare and conduct home visits and conferences.
You are now on the Personal Information tab of the application.

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”.

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.