


FAST TRACK APPLICATION INSTRUCTIONS


Step 1: View the Position Listing

To view all open positions and apply, click on “Click to view current job openings” under “Search Current Job Openings.” If you have already applied for a position and want access to your profile, enter in your username and password in the “Existing Applicants Please Log In” section, then click on “Log In.” If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.



Search Current Job Openings

[Click to view current job openings](#)



Existing Applicants Please Log In

To access your previous applications, log in with your username and password.

Username:

Password:

[Log In](#)

[Forgot your username/password?](#)

Check the checkbox of the position you want to review and click on “View Details of Highlighted Position.” At this step you also have the option to apply for the position without reviewing it.

Apply	Position Description	Assignment Description	Location	Position ID	Application Deadline
<input type="checkbox"/>	Administrator	3 Manager, Health Services	ESC	1502728005	When Filled
<input type="checkbox"/>	Athletic Dept Seasonal Opening	Various	VARIOUS	150220001	When Filled
<input type="checkbox"/>	Certificated	High School Special Ed Math	MEADOWDALE HIGH	160216001	03/01/2016
<input type="checkbox"/>	Certificated	HS Intensive Learning Support	SCRIBER LK HIGH	150818007	When Filled
<input type="checkbox"/>	Certificated (Generic)	CERTIFICATED SUPPORT (ESA)		150507002	When Filled
<input type="checkbox"/>	Certificated (Generic)	CERTIFICATED TEACHER		150428003	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Occupational Therapist	MAPLEWOOD CENTER	150218001	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Physical Therapist	MAPLEWOOD CENTER	150218002	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	School Nurse	VARIOUS	150218003	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	School Psychologist	VARIOUS	150218004	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Secondary Mathematics Teacher	VARIOUS	150218005	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Secondary Science Teacher	VARIOUS	150218006	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Special Ed Teacher-DHH	VARIOUS	150218007	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Special Ed Teacher-Elementary	VARIOUS	150218008	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Special Ed Teacher-Secondary	VARIOUS	150218009	When Filled
<input type="checkbox"/>	Certificated (Pool) 2015-16 SY	Speech-Language Pathologist	VARIOUS	150218010	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	School Psychologist	VARIOUS	160211004	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Secondary Mathematics Teacher	VARIOUS	160211005	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Secondary Science Teacher	VARIOUS	160211006	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Special Ed Teacher-DHH	VARIOUS	160211007	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Special Ed Teacher-Elementary	VARIOUS	160211008	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Special Ed Teacher-Secondary	VARIOUS	160211009	When Filled
<input type="checkbox"/>	Certificated (Pool) 2016-17 SY	Speech-Language Pathologist	VARIOUS	160211010	When Filled
<input type="checkbox"/>	Coaching	HS Boys Tennis Asst Coach	MTLK TERR HIGH	160126001	When Filled
<input type="checkbox"/>	Coaching	HS Football Asst Coach	MEADOWDALE HIGH	160126003	When Filled
<input type="checkbox"/>	Coaching	HS Football Asst Coach	MTLK TERR HIGH	160126001	When Filled
<input type="checkbox"/>	Coaching	HS Girls Soccer Head Coach	MTLK TERR HIGH	160209002	When Filled
<input type="checkbox"/>	Coaching	HS Girls Tennis Asst Coach	MTLK TERR HIGH	150909005	When Filled
<input type="checkbox"/>	Coaching	HS Cross Country Head Coach	COLLEGE PL MDLE	160126002	When Filled
<input type="checkbox"/>	Coaching	HS Cross Country Head Coach	MEADOWDALE MDLE	151221002	When Filled
<input type="checkbox"/>	Coaching (Pool)	MS Track Asst Coach	ALDERWOOD MDLE	150331004	When Filled
<input type="checkbox"/>	Food Service	Volunteer Coach	VARIOUS	150219002	When Filled
<input type="checkbox"/>	Food Service	Food Service Cashier	VARIOUS	160223001	03/07/2016
<input type="checkbox"/>	Food Service	Food Service Worker - SK	COLLEGE PL ELEM	160128002	02/26/2016
<input type="checkbox"/>	Office Personnel	Office Manager	SCRIBER LK HIGH	160217004	03/01/2016
<input type="checkbox"/>	Paraeudicator	Parasud I - Asst Instt Move 601	VARIOUS	150902003	When Filled
<input type="checkbox"/>	Paraeudicator	Parasud IA-Pre-school Special Ed	ECC-ALDERWOOD	160223005	03/07/2016
<input type="checkbox"/>	Paraeudicator	Parasud III - Prek Facilitator	VARIOUS	160203002	03/04/2016

The Edmonds School District prohibits discrimination based on age, sex, race, color, religion, creed, national origin, genetic information, sexual orientation including gender expression or identity, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or use of a trained dog guide or service animal by a person with a disability, or any other bases prohibited by law or Edmonds School District policy, except as may be necessary to meet a bona fide occupational qualification, and provides equal access to the Boy Scouts and other designated youth groups. The Edmonds School District is an equal opportunity employer and has implemented programs to address the diversity of its workforce. This holds true for all District employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Equal Opportunity Officer, Cathy Carter, Section 504 compliance coordinator, Jean Strabala, or ACH coordinator, Cathy Carter, at 2040 66th Ave., W., Lynnwood, WA 98036-0001 (425) 421-7000. Reporting the affirmative action information required by this application is a duty incumbent on all applicants and will not be available to or reviewed by persons involved in the hiring process. The data will be kept separate from other records relating to applicants and the information will be used to measure the District's status in relation to its non-discrimination and affirmative action efforts.

Step 2: Apply for the Job

Review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the "Apply For Position" button.

Position Information		Apply For Position		
Listing ID:	<input type="text" value="160216001"/>	Salary Placement:	<input type="text" value="Depends on Education/Experience/FTE"/>	Back
Position:	<input type="text" value="Certificated"/>	Pay Range:	<input type="text" value="\$44,000.00 to \$83,000.00 Salary"/>	
Assignment:	<input type="text" value="High School Special Ed Math"/>	Contract Salary:	<input type="text" value="Prorated for Less than Full Year"/>	
Location:	<input type="text" value="MEADOWDALE HIGH"/>	Employment Type:	<input type="text" value="Full Time"/>	
		Contract Status:	<input type="text" value="Leave Replacement Position"/>	
		Application Deadline:	<input type="text" value="03/01/2016"/>	

Step 3: Create an Account (First Time Only)

You will need an email address and password to access the online application. After you click on "Apply for Selected Position(s)," you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the Edmonds School District, check the box that says "I Would Like To Create a New Profile," enter your information, then click on "Create Profile."

Existing Users Please Log In
Username: <input type="text"/>
Password: <input type="password"/>
<input type="button" value="Log In"/>
Forgot your username/password?
New Users Please Create a Profile
<input type="checkbox"/> I Would Like To Create a New Profile
Your Email Address: <input type="text"/>
* Your First Name: <input type="text"/>
* Your Last Name: <input type="text"/>
* Your Username: <input type="text"/>
* Your Password: <input type="password"/>
* Re-Enter Password: <input type="password"/>
<input type="button" value="Create Profile"/>
<input type="button" value="Back"/>

Asterisk (*) denotes a required field

Step 4: Begin Your Online Application

There are 8 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to “Completed.” When no section is marked “Incomplete,” you may submit your application to Human Resources by clicking the “Submit to HR” button at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline.

Application Dashboard

Job Listing

Listing ID: 150218004	Location: VARIOUS	Type: Full Time
Position: Certificated (Pool) 2015-16 SY	Dept:	Deadline: Until Filled
Assignment: School Psychologist	Group:	Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Edit
Certifications/Licenses	Incomplete	Edit
Employment History	Incomplete	Edit
General Questions	Incomplete	Add
Attachments	Completed	Edit
Comments	Optional	Add

[Submit to HR](#)

[Cancel Application](#)

[Return to Profile](#)

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) document. If your questions are still not answered, please feel free to contact us.

Classified Openings

Annette Gahan – GahanA@edmonds.wednet.edu – (425) 431-7011

Certificated Openings

Brenda Dobry– dobryd730 – (425) 431-7031

Administrative Openings

Victoria Alunni –AlunniV@edmonds.wednet.edu – (425) 431-7023

Substitute Openings

Tina Waddell – WaddellT@edmonds.wednet.edu – (425) 431-7072

