



CHANNELVIEW INDEPENDENT SCHOOL DISTRICT

Actively Engaged in the Future of Our Community

Director of Human Resources

Kay Kerr

Dear Applicant,

Thank you for your interest in Channelview ISD. This letter contains important details about our online application process. Please read all the steps carefully to be certain you have completed the process correctly.

Before you are able to apply for an available position, you must create an account and complete the online application. It is important to follow the on-screen instructions while creating your application, and you should be sure it is completed and saved to our system. After you have completed your application, you must apply for available positions in order for principals/department directors to see your application. The steps below detail how to apply for positions:

- 1) Go back into your application account using the Username and Password you originally set up.
- 2) Once you are in your account, click on the link ALL JOBS located on the left hand side of the screen in the dark blue field.
- 3) You will then be at a screen entitled JOBS. Review the current job postings on that screen and click VIEW/APPLY for the position(s) in which you are interested. After clicking VIEW/APPLY, that link will lead you to a screen with that particular posting. You will then click, APPLY FOR THIS JOB.
- 4) You then are able to check the job(s) for which you have applied by clicking the link APPLIED JOBS in the same blue field on the left side of the screen.
- 5) After completing the above steps, each time the principal/supervisor pulls up a particular posting your application is in the posting group and not only in the system database. The above steps, in essence, categorize your application into a database of applicants for that particular job.
- 6) It is important that you check the JOB BOARD frequently for newly added positions. You will need to complete the above steps for each newly added position in which you are interested.
- 7) Once the initial application process has been completed, you will receive an email stating your application has been successfully submitted.

If you need additional assistance to assure that your application is processed correctly, please call our office and we will be happy to assist you. The Human Resources Office and I stand ready to help you in your efforts to secure employment in our school district.

Sincerely,
Kay Kerr
Director of Human Resources
Channelview ISD
281.452.8016