

# Application Procedures for TRANSFERS Teacher — Paraprofessional Applicants

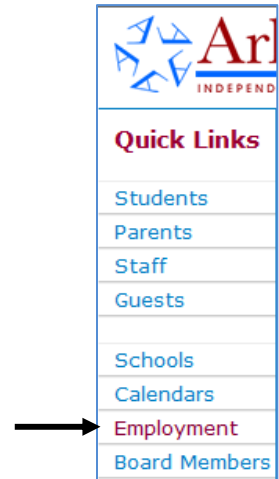
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Users can apply for positions from any computer with internet access. The online application system requires Internet Explorer version 6.0 or higher, or Mozilla Firefox 1.5 or higher.

## Accessing Website

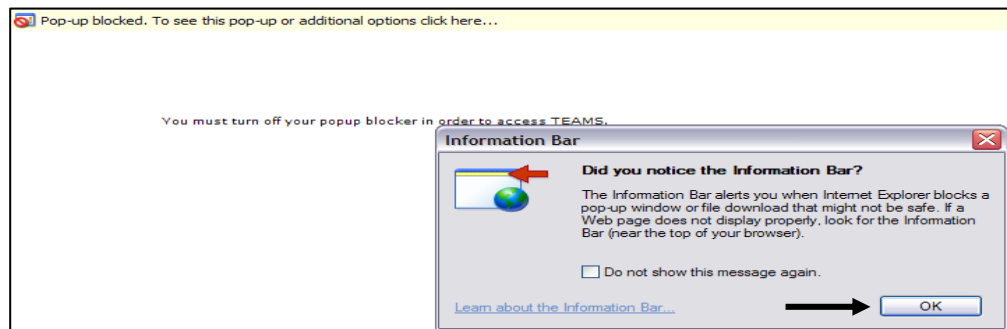
To begin the online Transfer process, go to the AISD home page ([www.aisd.net](http://www.aisd.net)) and click on the Employment link located on the Left side of the page.



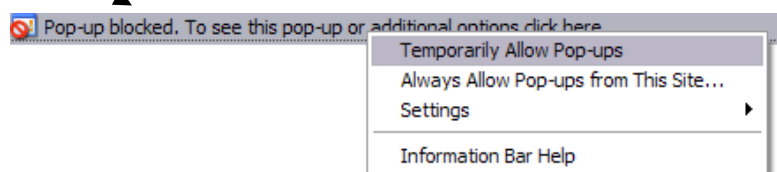
You may receive a Security Alert window. Click **OK**.



You must turn off your pop-up blocker to work in TEAMS. If using Internet Explorer, you may get the window seen below. Click **OK**. If using Firefox, follow screen prompts to allow pop-ups.



You must then click on the **Pop-up blocked** line located at the top of your screen. Select **Temporarily Allow Pop-ups**.



## Job Openings

The Human Resources page will open with current news and numerous links.  
(Please notice the times this system will be off line for maintenance.)

The District's open positions can be located in the section titled **Openings** on the left column of the page.

The **Current Job Openings** link displays known vacancies for all Professional, Administrative and most Para-Professional positions.



The District continuously takes applications for Teacher, Classroom Assistants, Bus Drivers and Cafeteria Monitors.

Selecting the Current Job Openings link will open the District's **Job Posting Catalog**.

Click the desired **Job Category**.



Select the **Posting ID** number to see details relating to specific posted positions.


Posted Position	Posting ID	Organization	Application Deadline
Clerk - High School	4	Bowie High School	03-14-2009
Clerk - High School	0	Arlington High School	12-12-9999

record count: 2 of 2

Buttons: [Back to Job Categories](#) [Fill Out Application](#)

Below is the **Job Posting Information** for the Posting ID selected above.

Job Posting Information - 6 - Specialist - Records Management



**Posting ID:** 4  
**Role:** Clerk - High School  
**Organization:** 004 - Bowie High School  
**Posting Opens:** 02-21-2009  
**Posting Closes:** 03-14-2009  
**Salary:** Salary Link <http://www.aisd.net/pdf/SalarySchedule.pdf>

**Misc Information:** Applicants,  
 If you are interested in this position, you must submit an application online or update your current online application at [www.aisd.net/aisd/jobs](http://www.aisd.net/aisd/jobs) by **March 13, 2009**. A letter of interest and resume **must** be attached to your online application to be considered for this position. For more information please visit [www.aisd.net/aisd/jobs](http://www.aisd.net/aisd/jobs). Applicants will be screened based on application information. An Equal Opportunity Employer  
 High school graduate  
*(External applicants and Auxiliary applicants: Educational documentation must be attached to online application e.g. High School Diploma, GED, or College Transcripts)*  
 licensed forklift operator (may be earned onsite)  
 familiar with use of pallet jack

**Qualifications:** computer literate with knowledge of Microsoft Word and Access  
 Willing to learn to use microfilm reader/printer and the following software programs: RCAMS, RSM, AS400, SASI, PaperFlow, PaperVision, Edulog.  
 Also willing to lift and carry 35-45 lb. boxes, climb ladders, operate lift equipment and drive departmental van.

**CLERK - HIGH SCHOOL DUTIES**  
 Process records in RCAMS as they are sent from departments/schools for storage in the Records Management Center and place on shelves.  
 Retrieve records, checking them out and back in RCAMS, and re-filing back in boxes.  
 Pull boxes in preparation for shredding, placing on pallets.  
 Drive forklift to move pallets of boxes from one storage facility to another.  
 Pull and document all records to be returned to active status.  
 Monitor servicing of recycle bin as filled by the district shredder.  
 Conduct a yearly inventory of boxes stored in both facilities.  
 Locate duplicate cumulative folders, combining them and re-filing.

**Contact Information:** For more information please contact Keysha James at 682-867-7725 or email [kjames@aisd.net](mailto:kjames@aisd.net)

Buttons: [Back to Jobs List](#) [Fill Out Application](#)

Some **Job Posting Information** will contain an additional link to view detailed responsibilities for the posting.

To continue, click the appropriate link at the bottom of the **Posting** page.

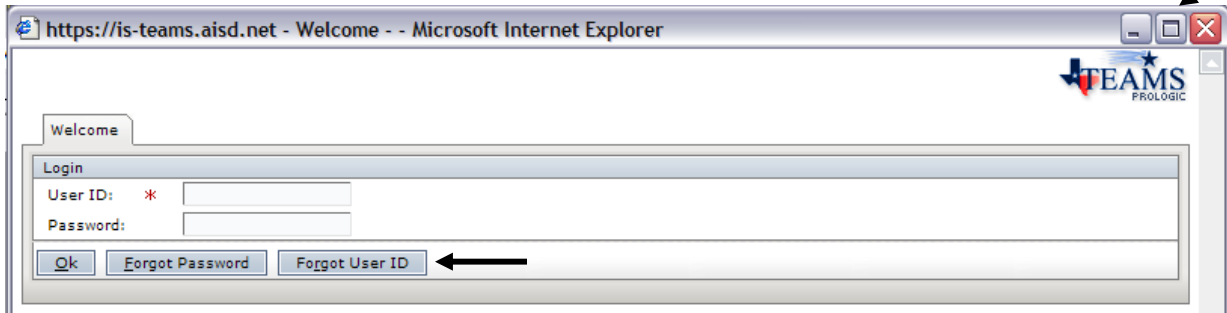
If you click **Fill Out Application**, select **Registered Applicants**.



**New Applicants, please register.** ⓘ  
 **Registered Applicants, please sign-in.**  
 If you do not remember your user ID and Password [click here.](#)

## Login Information

1. The Welcome Login window will open. **Maximize** your screen by clicking on the **Maximize button**. If you know your TEAMS username and password, enter the information and skip to step 6.



2. If you do not know your TEAMS username and password, click the button titled **Forgot User ID** and continue with step 3.

3. Enter the information, being careful to follow the required format for the date of birth. Click **Ok**.

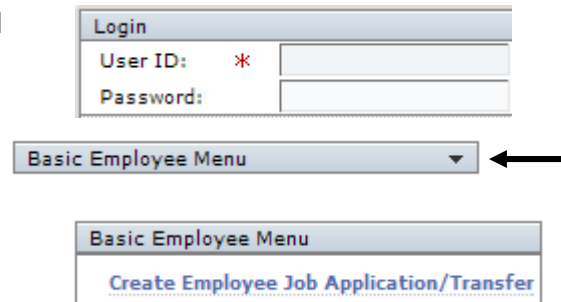
4. In the User Information window, notice your User ID. In the future you will enter the **User ID** on the login screen.

5. Enter a New Password. Re-enter the password to confirm its accuracy. Click **OK**.

For security purposes the TEAMS program will require you to change your password every 90 days.

**If you forget your TEAMS password, follow steps 1-6 to create a new one.**

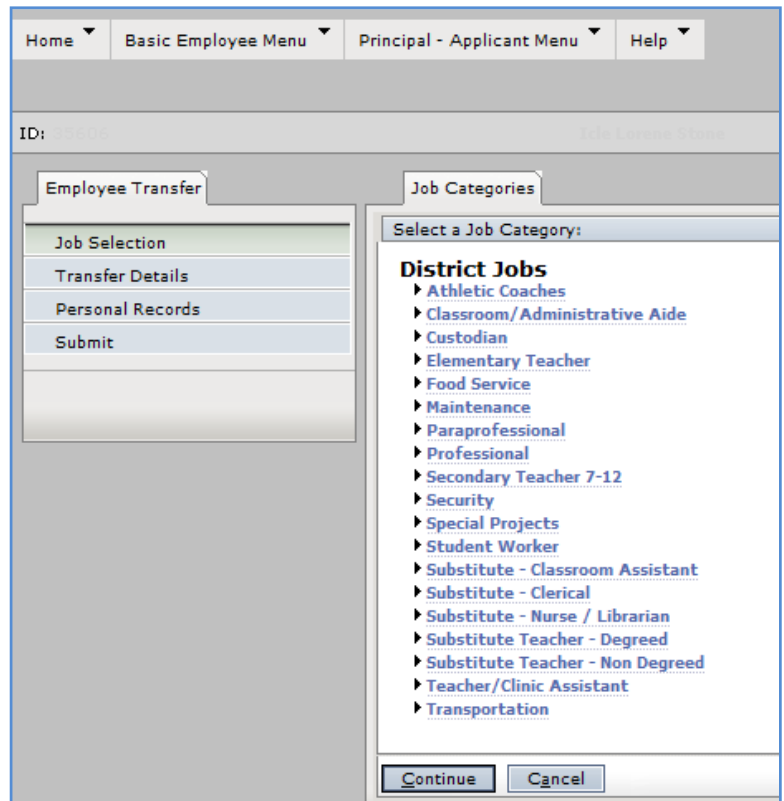
6. In the TEAMS Login window, enter the User ID and Password. Click **Ok**.
7. Click the small drop-down arrow to expand the **Basic Employee Menu**.
8. Click the link titled **Create Employee Job Application/Transfer**.



**NOTE: You MUST click *Continue* or *Save and Continue* at the bottom of each window to successfully submit your transfer application.**

## Job Selection

Select a Job Category by clicking the appropriate category link.

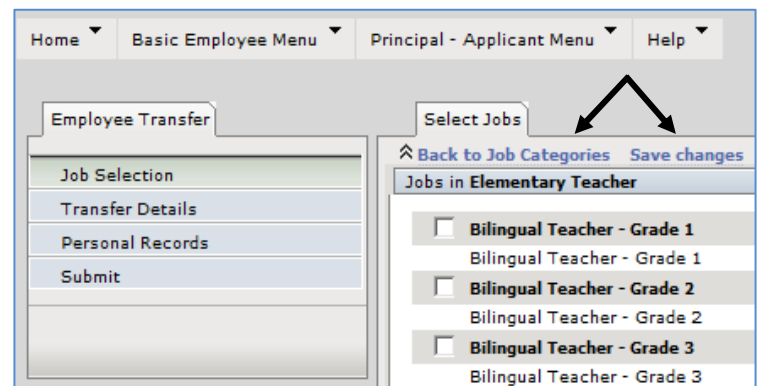


The screenshot shows the 'Employee Transfer' application window. At the top, there are navigation menus: 'Home', 'Basic Employee Menu', 'Principal - Applicant Menu', and 'Help'. Below the menus, there is an 'ID:' field. The main content area is divided into two panes. The left pane, titled 'Employee Transfer', contains a vertical list of buttons: 'Job Selection' (highlighted), 'Transfer Details', 'Personal Records', and 'Submit'. The right pane, titled 'Job Categories', has a header 'Select a Job Category:' and a list of job categories under the heading 'District Jobs'. The categories are: Athletic Coaches, Classroom/Administrative Aide, Custodian, Elementary Teacher, Food Service, Maintenance, Paraprofessional, Professional, Secondary Teacher 7-12, Security, Special Projects, Student Worker, Substitute - Classroom Assistant, Substitute - Clerical, Substitute - Nurse / Librarian, Substitute Teacher - Degreed, Substitute Teacher - Non Degreed, Teacher/Clinic Assistant, and Transportation. At the bottom of the right pane, there are 'Continue' and 'Cancel' buttons.

The **Jobs** window will open. Click to place a checkmark in the box for the job that you prefer. In most cases, you must select the **Location** as well.

To change your selection, scroll to the top of the window and click **Back to Job Categories**.

To de-select a location, click its checkmark.

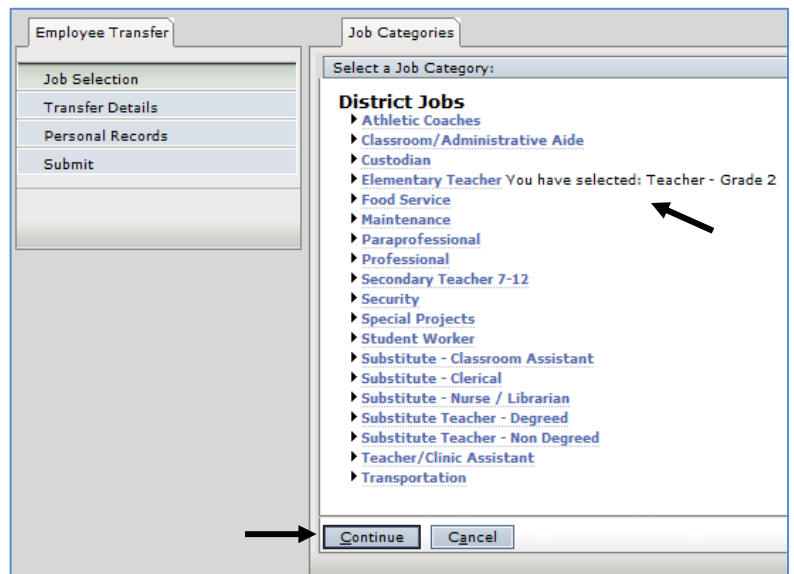


The screenshot shows the 'Select Jobs' window in the 'Employee Transfer' application. The left pane is the same as in the previous screenshot. The right pane is titled 'Select Jobs' and has a header 'Jobs in Elementary Teacher'. At the top of the right pane, there are links for 'Back to Job Categories' and 'Save changes'. Below the header, there is a list of job options, each with a checkbox and a label: 'Bilingual Teacher - Grade 1', 'Bilingual Teacher - Grade 2', and 'Bilingual Teacher - Grade 3'. The checkboxes are currently unchecked. A black arrow points from the 'Save changes' link to the 'Bilingual Teacher - Grade 3' option.

When finished, click **Save Changes** at the top or bottom of the screen.

The job will display in the Job Category window.

When finished, click **Continue** at the bottom of the Job Category window.

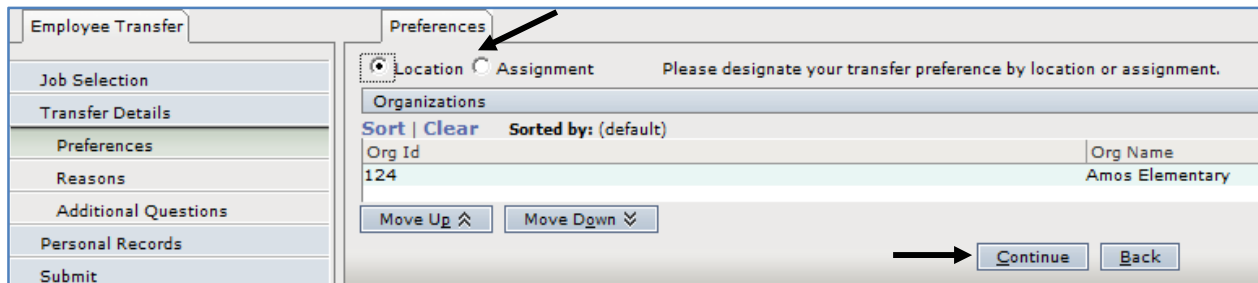


## Preferences

The Preference section is to be completed **ONLY** during Transfer season.

From the **Preferences** tab, select the radio button to designate your transfer preference by location or assignment.

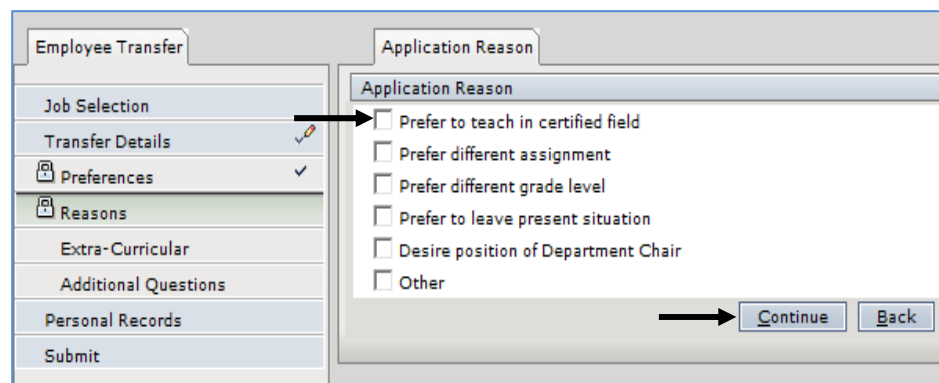
Click **Continue**.



## Reasons

From the **Reasons** tab, click the box to select the appropriate reason for requesting a transfer.

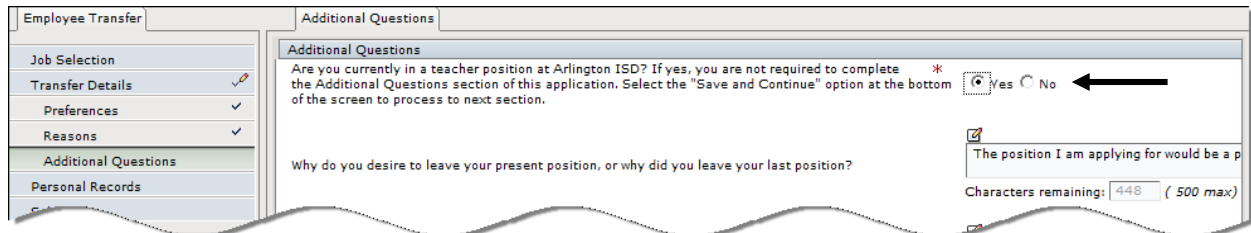
Click **Continue**.



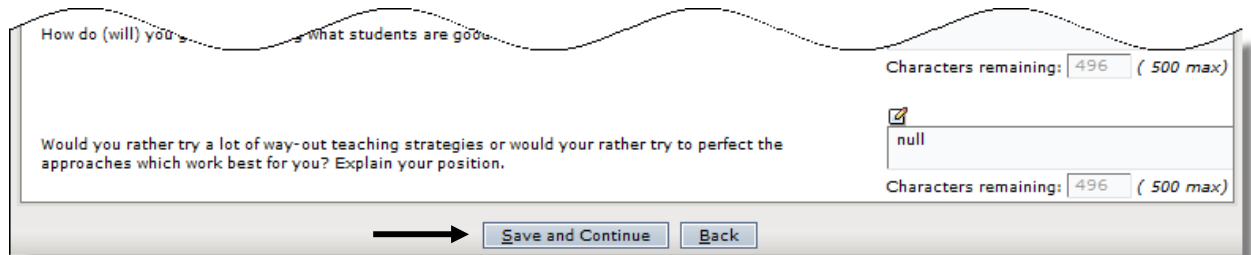
## Additional Questions

The Additional Questions section applies to **NON-TEACHING** positions **ONLY**.

If you are currently in a teacher position at Arlington ISD, you are **NOT** required to complete the Additional Questions section of this application. Click the **Yes** radio button, then click **Save and Continue** at the bottom of the window to continue the application process.



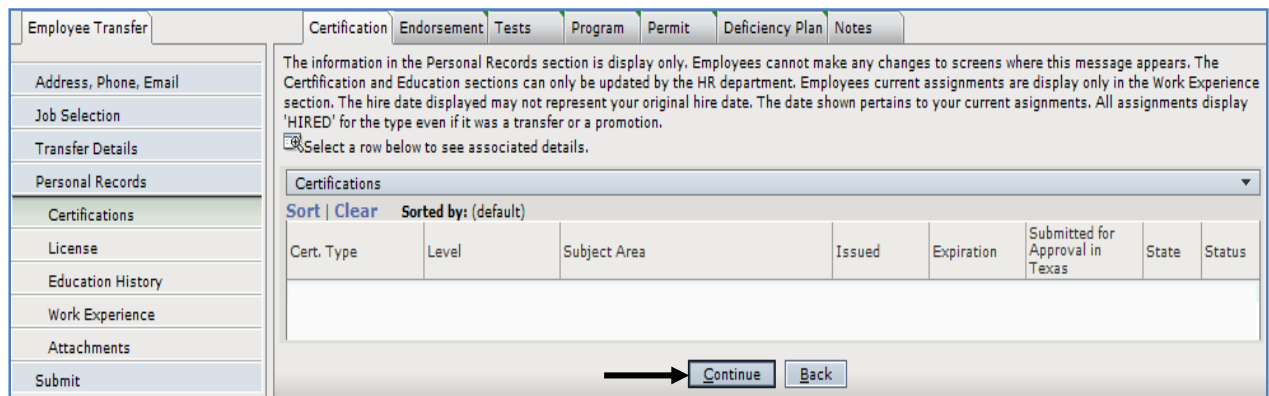
All **NON\_TEACHING** personnel **MUST** select the **No** radio button, fill out the questions in the Additional Questions window. Click **Save and Continue**.



## Personal Records

Please read the important message that displays under the Certifications window. Below is a copy of that message.

The information in the Personal Records section is display only. Employees cannot make any changes to screens where this message appears. **The Certification and Education sections can only be updated by the HR department.** Employees' current assignments are display only in the Work Experience section. The hire date displayed may not represent your original hire date. The date shown pertains to your current assignments. All assignments display 'HIRED' for the type, even if it was a transfer or a promotion.





To view all information related to your personal records:

1. From the Certifications window, click **Continue** to view Licenses.
2. Click **Continue** to view Education History.
3. Click **Continue** to view Work Experience.
4. Click **Continue** to move to the Attachments section.

## Attachments

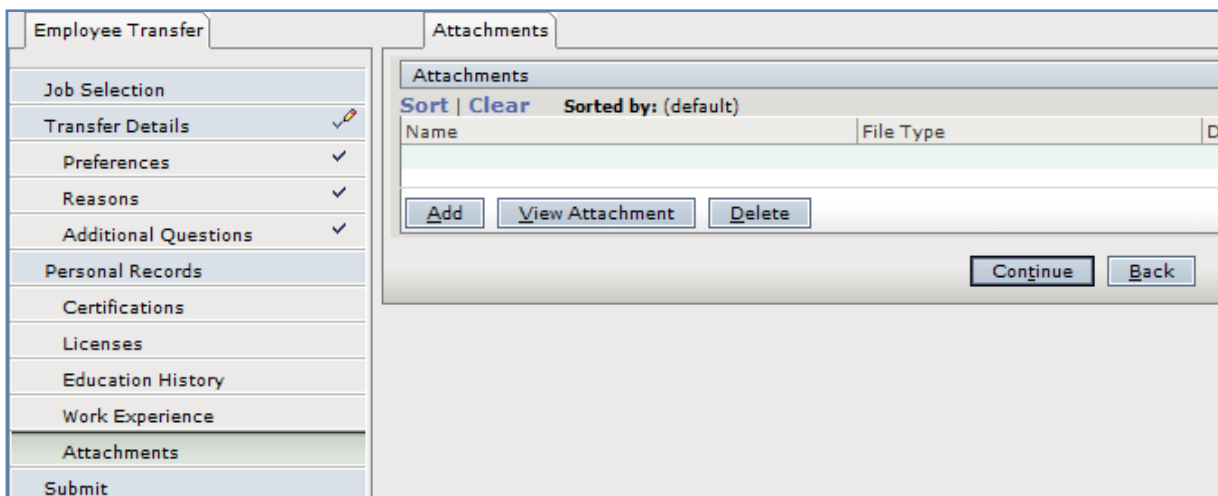
You must attach (or scan and attach) all documentation required for the new, requested position. See table below.

Para-Professional	Teacher/Coach	Professional & Administrative	Auxiliary
High School Diploma or GED	Teaching Certificate	Mid Mgt. Certificate	License (if applicable)
College Transcript (if applicable)	College Transcript	College Transcript	Driver's License (if applicable to position)
Letter of Interest	ExCET/TEExES Scores	License (if applicable)	
Résumé (Optional)	Résumé (Optional)	Résumé (required)	

To attach any certification or license required for the new, requested position:

1. Click **Personal Records** under the Employee Transfer tab.
2. Click **Attachments**. Click **Add**. Click **Browse**.
3. From the **Choose File** dialog box, select where you saved the file (i.e., Desktop or My Documents).
4. Click the file name (i.e., Jones, Jim\_certif).
5. Click **Open**.
6. From the **Attachment Type** drop-down menu, click the appropriate document (i.e., *Certification Support Document*).
7. Click **OK**. Click **Continue**.

To view an attachment that has been added, select it in the list and click **View Attachment**. To remove an attachment from the list, select it and click **Delete**. Click **Continue**.

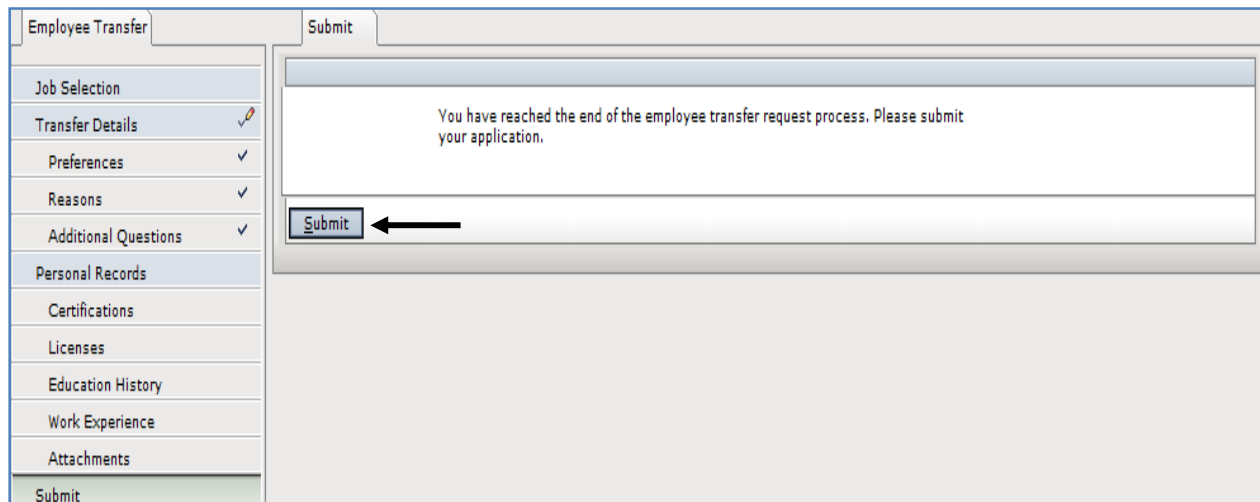


## Submit

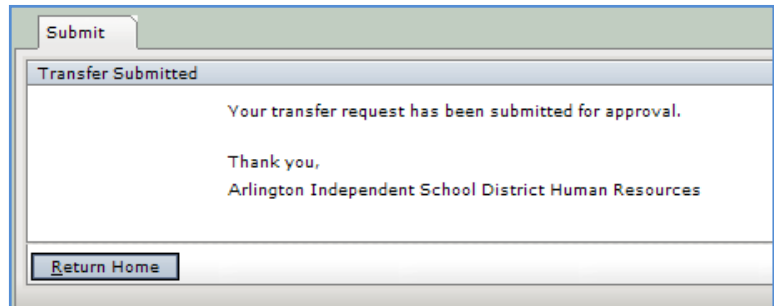
When you are satisfied that you have filled out the Transfer Application correctly and completely, you are ready to **Submit** the application to HR.

By clicking **Continue** on the last Personal Record window, or clicking **Submit** at the bottom of the Employee Transfer links, the following window will open.

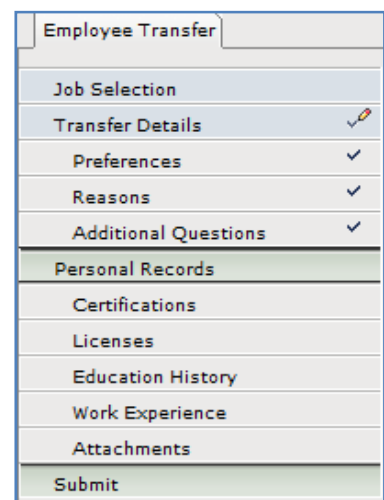
You must now click the **Submit** button on the opened window.



You will receive the following message. Clicking the **Return Home** button will take you back to the **Welcome Login** screen.



Please note the checkmarks to the right of the links, indicating which pages have been completed.

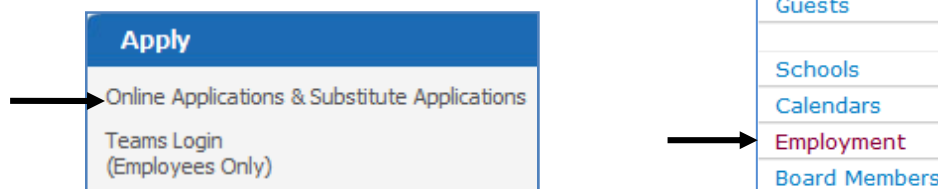


## TEAMS Help

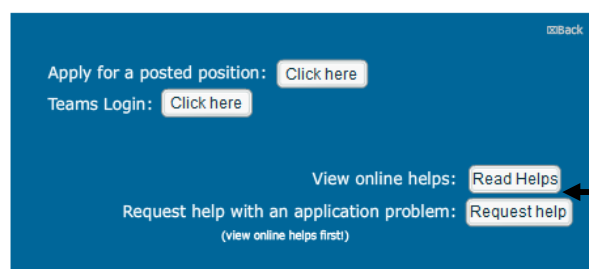
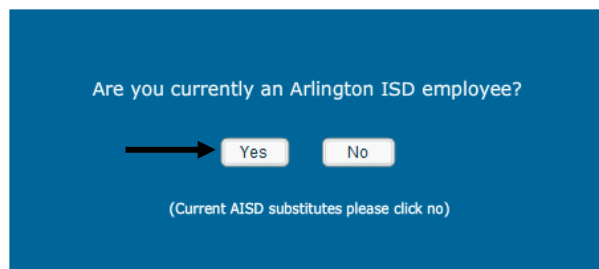
If you encounter problems while filling out any part of the TEAMS Online Transfer Application, please view the online helps.

Access the district home page at [www.aisd.net](http://www.aisd.net). In the column on the left, click the link titled **Employment**.

Click on **Online Application**.



Click **Yes** to the question, *Are you currently an Arlington ISD employee?*



To reach the TEAMS Online Application Help, select **Read Helps** next to **View online helps**.

To submit a help request click the link titled **Request for Help**. Follow screen prompts to submit the request.

## Retrieve a certificate from SBEC

1. Access the following: [www.sbec.state.tx.us](http://www.sbec.state.tx.us).
2. Click *Certification Information*.
3. Click *Official Record of Educator Certificates*.
4. Enter the requested information and click *Search*.
5. Right click (control+click on a Macintosh) on the displayed certificate.
6. Select *Print*.
7. Change the printer selection to *Acrobat Distiller* or *Acrobat PDF*.
8. When the Save dialog box appears, name the file (i.e., Jones, Jim\_certif).
9. Save the file to the computer's desktop or to the My Documents folder.

If you cannot print the certificate as an Acrobat document, print a paper copy. Then use a scanner to create an electronic version.

## To scan a transcript, certification program letter, test score, diploma, license...

Refer to the user manual and/or help files for your specific scanner and software.