



# SSD Application Process

Interactive Manual  
for  
Teacher, Instructional Student Support,  
and Paraprofessional Applicants

## Job Postings

If a job posting has a closing date and is still posted, applications are still being accepted. There are job postings that will remain open throughout the year in order to fill positions vacated after the start of the school year and to ensure that we have an ongoing talent pool.

## Applying For a Position

All SSD jobs are posted on the SSD website on the [Employment Application Openings Page](#). The site is updated daily as needed. Applicants must complete the online application. Applications are retained in active status for one school year.

Current and new applicants for some general postings are asked to identify their order of preference for job location. The selection of preferences does not guarantee placement in the region chosen. SSD School Administrators may consider all applications for employment, regardless of regional preferences. The geographic regions and associated districts/school are:

- **North** (Ferguson Florissant, Hazelwood, Riverview Gardens, Ackerman, Northview, North Tech)
- **Central** (Jennings, Normandy, Pattonville, Ritenour, University City, Clayton, Brentwood, Ladue, Litzsinger, Neuwoehner)
- **South** (Affton, Bayless, Hancock Place, Kirkwood, Lindbergh, MRH, Mehlville, Webster Groves, Bridges, Southview, South Tech)
- **West** (Parkway, Rockwood, Valley Park)

## The Online Application Process

The following tips and directions are designed to serve as a road map for individuals wishing to apply for a position using the SSD online application system. Applicants should review these tips before applying. It may be helpful to

print a copy of directions for reference during the application process.

### *Step 1. Create an account*

An [online SSD Employment Application](#) must be completed to be considered for all positions. AppliTrack is the program SSD uses to collect job applications online. When beginning the application process, individuals must create an account with a valid e-mail address and password. Once an account has been created, an applicant can return to update or view the application and add attachments.

### *Step 2. Complete an application*

The online application system will guide the applicant through the entire process.

The application consists of several steps and will take at least 30-60 minutes to complete. Applicants may exit the program after completing any page of the application and return to complete it at a later time using the created password to access the application. Applicants are advised not to exit the application after starting the *Teacher Fit* or *Frontline* sections of the application, as these portions are timed. The application is considered to be “in process” until it is complete. The District is able to view the application even if it is not completed.

### *Step 3. Apply for Open positions*

Applicants may apply for any open position. To do so, applicants must log in, click on the “Vacancy Desired” link on the left “Navigation” menu and select the jobs for which they wish to apply.

### *Applicant Help*

Applicants can request technical help at any time within the AppliTrack software by clicking [Request Technical Help](#) to submit a question directly to AppliTrack support staff.

Additional information is available in the Applicant Question and Answers document on the District website.

### *Starting an Application*

After creating an account with an e-mail address and password, applicants will be asked to provide some general information about themselves. Applicants should fill in the required information and then move to the next page by clicking the “Next Page” arrow. Applicants should click the “Save as Draft” button as they complete their application to ensure all entered information is saved. Applicants can jump to different sections of their application file by clicking on the different links on the left “Navigation” menu.

### *Changing account information*

Applicants who wish to change or update account information can do so by clicking on the “Personal Info” link located on the left “Navigation” menu. Applicants can make changes to their e-mail address and password. If changes are made to an e-mail address and/or password, applicants must remember to enter the updated account information the next time they log in.

### *Adding attachments*

Attachments can be added by clicking on the “Supplemental Materials” tab on the left “Navigation” menu. Users must then click on the “Add Files” link that is next to the document type they wish to upload. The online form will allow applicants to browse for the document on their computer. After the document is selected, the user must click “Upload.”

### *Required fields*

Fields that are marked with a blue arrow are required fields and must be complete before an application is considered complete. The confirmation page of the application lets applicants know what fields are still missing.

## **The Screening Process**

Human Resources Administrators review all applications and complete an applicant profile that summarizes the applicant’s status on screening factors. If an applicant meets the essential job functions and screening considerations, he/she is recommended for a structured interview.

## **The Interview Process**

The interview process consists of a two-to three stage approach, depending on the nature and specialty of the desired position.

### *The Structured Interview Process*

The structured interview is a standardized interview format administered by SSD supervisors. Once the structured interview is completed, a Human Resource Administrator determines whether the applicant meets qualifications for one or more posted job vacancies.

### *The School/Site Interview Process*

Administrators who have a vacancy in their supervisory area review all applications and then contact selected candidates for school/site interviews.

### *The Technical Interview Process*

For specialized instructional student support positions (i.e., speech/language pathologists, school psychologists, social workers, occupational therapists, etc.) a technical interview is conducted prior to the structured interview. This standardized interview format is administered by SSD subject matter specialists. The technical interview is conducted prior to the structured interview. If the applicant meets qualifications in the technical area of expertise, a structured interview is scheduled and a school/site interview may be conducted.

## Notification of Recommendations

Once the interview team has selected a candidate for recommendation to be hired, the Administrator contacts all candidates interviewed to apprise them of their status.

When multiple qualified candidates are interviewed for the same position at the school/site level, the candidates that are not recommended may be selected for interviews in another location.

## Receiving the Job Offer

Human Resources calls the prospective employee to discuss the offer and obtain a start date. Only a representative of the SSD Human Resources Department is authorized to make offers of employment. Once the candidate verbally accepts the offer, an official offer letter is emailed to the email address provided in the application. A packet of information is provided with benefit information and directions regarding next steps in the hiring process.

The candidate must complete a SSD background check disclosure and a fingerprint background check in accordance with requirements of the Missouri Department of Elementary and Secondary Education. The candidate initiates the check by registering with the Missouri Automated Criminal History Site (MACHS) at <https://www.machs.mshp.dps.mo.gov/MACHSP/home.html>. Information about how to register is contained in the informational packet provided to the prospective employee through email.

Human Resources will notify the hiring supervisor regarding verbal acceptance of the position and start date.

## District Orientation

Once a cleared fingerprint background check is received, a Human Resources staff member contacts the candidate to schedule orientation.

At that time, the candidate must have two forms of identification such as a driver's license and social security card or a valid passport to complete employment eligibility paperwork. A voided check or savings deposit slip is required for mandatory direct deposit of wages.

New hires are asked to contact their hiring supervisor to clarify specifics of the job including work hours, duties and next steps.

## Approval by the Board of Education

Names of candidates recommended for employment are presented to the Board of Education for final approval. Upon approval by the Board of Education, Human Resources mails a formal contract to teacher-level staff.