

How to apply for a J-1 teacher position at ILTexas

For additional assistance please email j1teachers@iltexas.org

1. Go to www.iltexas.org/careers - scroll down to Job Openings – J-1 International and click on Apply

The image is a screenshot of a website interface. At the top right, there is a blue banner with the text "SPED TEACHER FOR DFW, TX" in white. Below this, on the left side, is a grey box titled "JOB OPENINGS". Under this title, there are three categories: "ILTexas" with a red "APPLY" button, "Sodexo Food & Nutrition" with a blue "APPLY" button, and "J-1 International" with a blue "HOW TO APPLY" button and a blue "APPLY" button. A hand icon is pointing to the "APPLY" button for J-1 International. On the right side, there is a dark red banner titled "ILTEXAS IS HIRING!". Below the title, it says "Click on the map for locations." and features a white outline of the state of Texas with the ILTexas logo in the center. At the bottom of this banner is a white "APPLY TODAY" button.

2. Select "Click to view current job opening"



INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.



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:

[Forgot your username/password?](#)

3. In "Position" column, select "TEACHER"

Position (Select All) (Select None)

- AUX - FOOD SERVICE
- PARA - CAMPUS
- PARA - DISTRICT
- PROF - CAMPUS
- PROF - CAMPUS ADMIN
- PROF - DISTRICT
- SLP
- SUB
- TEACHER



Assignment (Select All) (Select None)

- ACCOUNTING SPECIALIST
- ASSISTANT PRINCIPAL
- CAMPUS TECHNICIAN
- COMMUNITY LIAISON
- COORDINATOR
- COURIER
- DIAGNOSTICIAN
- DIRECTOR OF MATHEMATICS
- DUAL LANG SPANISH
- DUAL LANG SPANISH - SCIENCE/SS
- EL/DL/PROG DEVELOPMENT FACILITATOR

Location (Select All) (Select None)

- Arlington Elem School
- Arlington High School
- Arlington Middle School
- DISTRICT OFFICE ARLINGTON
- DISTRICTWIDE
- EAST FW ELEMENTARY SCHOOL
- EAST FW MIDDLE SCHOOL
- Garland Elem School
- Grand Prairie Elem School
- HEADQUARTERS
- HOUSTON OREM ELEMENTARY SCHOOL

Group (Select All) (Select None)

- School Year 2019-2020
- School Year 2020-2021
- [Undefined Group]

4. In “Assignment” column, select “J1 INTERNATIONAL”

Position (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> AUX - FOOD SERVICE<input type="checkbox"/> PARA - CAMPUS<input type="checkbox"/> PARA - DISTRICT<input type="checkbox"/> PROF - CAMPUS<input type="checkbox"/> PROF - CAMPUS ADMIN<input type="checkbox"/> PROF - DISTRICT<input type="checkbox"/> SLP<input type="checkbox"/> SUB<input checked="" type="checkbox"/> TEACHER	Assignment (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> DUAL LANG SPANISH<input type="checkbox"/> DUAL LANG SPANISH - SCIENCE/SS<input type="checkbox"/> ELAR<input type="checkbox"/> ENGLISH/CREATIVE WRITING<input type="checkbox"/> GENERAL EDUCATION<input checked="" type="checkbox"/> J1 INTERNATIONAL<input type="checkbox"/> MATH<input type="checkbox"/> SCIENCE<input type="checkbox"/> SPECIAL EDUCATION<input type="checkbox"/> SPECIAL EDUCATION S...<input type="checkbox"/> SPED RESOURCE	Location (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> Arlington High School<input type="checkbox"/> Arlington Middle School<input type="checkbox"/> DISTRICTWIDE<input type="checkbox"/> EAST FW ELEMENTARY SCHOOL<input type="checkbox"/> EAST FW MIDDLE SCHOOL<input type="checkbox"/> Garland Elem School<input type="checkbox"/> Grand Prairie Elem School<input type="checkbox"/> HOUSTON OREM ELEMENTARY SCHOOL<input type="checkbox"/> KATY/WESTPARK HIGH SCHOOL<input type="checkbox"/> Katy Middle School<input type="checkbox"/> Keller Elem School
Group (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> School Year 2019-2020<input type="checkbox"/> School Year 2020-2021		

We reserve the right to modify the details of a position posting at any time.

5. Click on “Search for Posted Positions” button

Search By:

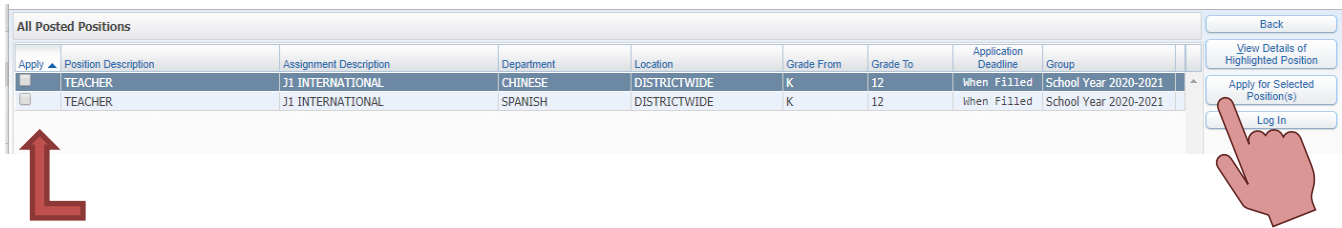
To filter the available posted positions, choose from the categories below and click 'Search For Posted Positions'. To view ALL posted positions, do not select any filter categories.

[Reset Filters](#) [Log In To Profile](#) [Search For Posted Positions](#)

Position (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> AUX - FOOD SERVICE<input type="checkbox"/> PARA - CAMPUS<input type="checkbox"/> PARA - DISTRICT<input type="checkbox"/> PROF - CAMPUS<input type="checkbox"/> PROF - CAMPUS ADMIN<input type="checkbox"/> PROF - DISTRICT<input type="checkbox"/> SLP<input type="checkbox"/> SUB<input checked="" type="checkbox"/> TEACHER<input type="checkbox"/> TEACHER- POOL POSTING	Assignment (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> DUAL LANG SPANISH - SCIENCE/SS<input type="checkbox"/> ELAR<input type="checkbox"/> ENGLISH/CREATIVE WRITING<input type="checkbox"/> GENERAL EDUCATION<input checked="" type="checkbox"/> J1 INTERNATIONAL<input type="checkbox"/> LOTE - MANDARIN CHINESE<input type="checkbox"/> MATH<input type="checkbox"/> MUSIC<input type="checkbox"/> PERFORMANCE COACH<input type="checkbox"/> SCIENCE<input type="checkbox"/> SCIENCE/CC	Location (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> DISTRICTWIDE
Group (Select All) (Select None) <ul style="list-style-type: none"><input type="checkbox"/> School Year 2020-2021		

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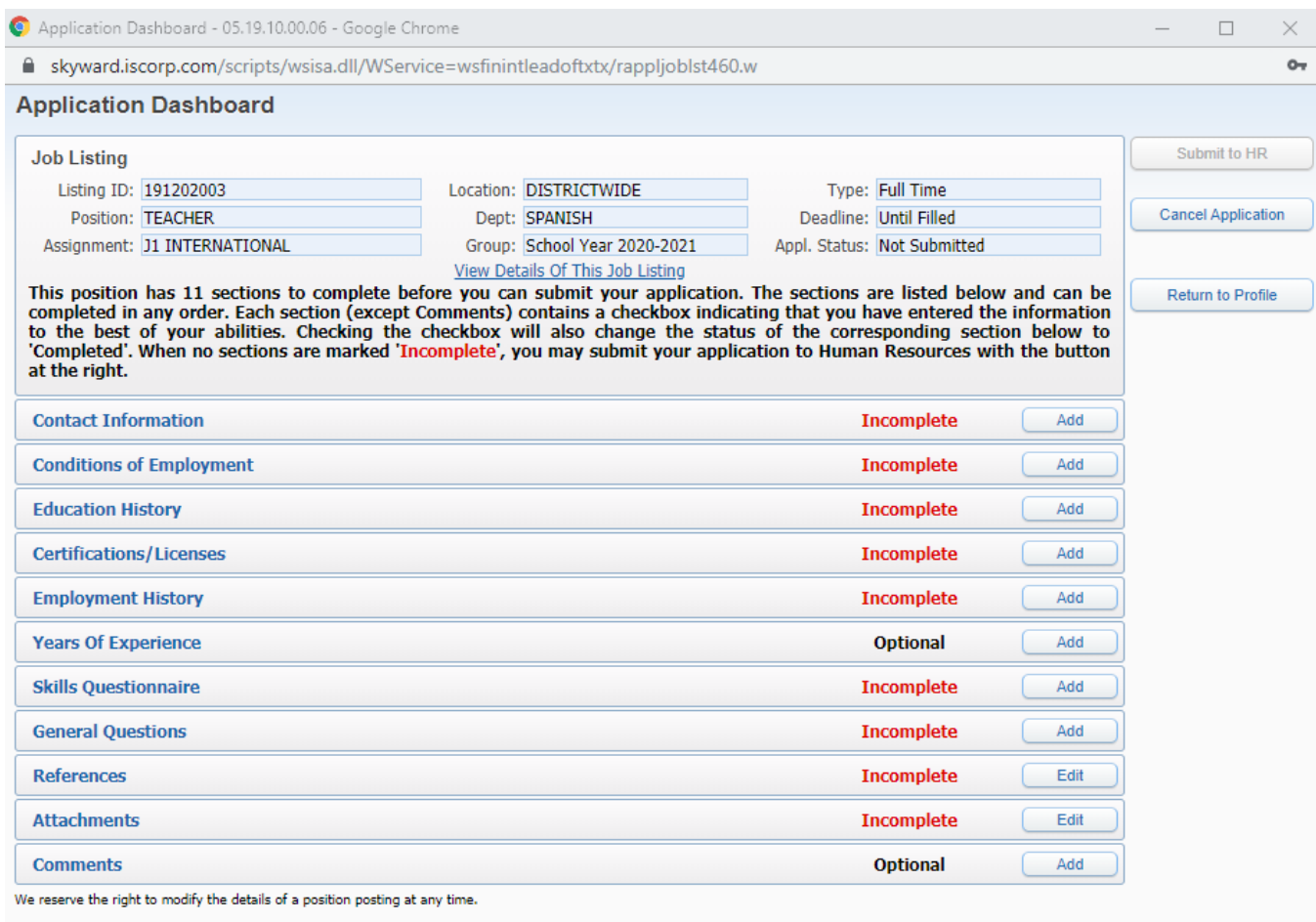
6. Select the position you are applying for and click the



The screenshot shows a table titled "All Posted Positions" with the following columns: Apply, Position Description, Assignment Description, Department, Location, Grade From, Grade To, Application Deadline, and Group. Two rows are visible, both for "TEACHER" positions. The first row has an assignment description of "J1 INTERNATIONAL", department of "CHINESE", and location of "DISTRICTWIDE". The second row has an assignment description of "J1 INTERNATIONAL", department of "SPANISH", and location of "DISTRICTWIDE". To the right of the table are buttons: "Back", "View Details of Highlighted Position", "Apply for Selected Position(s)", and "Log In". A red arrow points to the "Apply" column header, and a hand icon points to the "Apply for Selected Position(s)" button.

Apply	Position Description	Assignment Description	Department	Location	Grade From	Grade To	Application Deadline	Group
<input type="checkbox"/>	TEACHER	J1 INTERNATIONAL	CHINESE	DISTRICTWIDE	K	12	When Filled	School Year 2020-2021
<input type="checkbox"/>	TEACHER	J1 INTERNATIONAL	SPANISH	DISTRICTWIDE	K	12	When Filled	School Year 2020-2021

7. Complete all the sections marked "Incomplete" by clicking on each "Add" button.



The screenshot shows the "Application Dashboard" for a job listing. The job details are as follows:

- Listing ID: 191202003
- Location: DISTRICTWIDE
- Type: Full Time
- Position: TEACHER
- Dept: SPANISH
- Deadline: Until Filled
- Assignment: J1 INTERNATIONAL
- Group: School Year 2020-2021
- Appl. Status: Not Submitted

Below the job details is a list of 11 sections to be completed, each with a status and an "Add" button:

Section	Status	Action
Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
Years Of Experience	Optional	Add
Skills Questionnaire	Incomplete	Add
General Questions	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

Buttons on the right side of the dashboard include "Submit to HR", "Cancel Application", and "Return to Profile". A note at the bottom states: "We reserve the right to modify the details of a position posting at any time."

8. Check “International Address” box to enter your home address. For “Primary Phone” use the number shown below – system will not accept overseas phone numbers. When you are finished, click “Save and Close” button.

Contact Information - 05.19.10.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinintleadoftxtx/rappljoblst453.w?isPopup=true

Contact Information

I Have Completed This Contact Information To The Best Of My Abilities:

Name and Contact Information

* First Name: Middle: * Last Name:

* Address Line 1: International Address

Address Line 2:

Address Line 3:

Address Line 4:

* Primary Phone: (972) 479-9078 Ext:

Alternate Phone: Ext:

* Country:

Confidential Information

Social Security Number:

Re-Enter Social Security Number:

* Are You An Employee of the District: YES NO

We reserve the right to modify the details of a position posting at any time.
Asterisk (*) denotes a required field

9. You must be able to answer YES to “Conditions of Employment”. Otherwise, the application will be rejected.

Conditions of Employment - 05.19.10.00.06 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinintleadoftxtx/rappljoblst470.w?qid=1388&isPopup=true

Conditions of Employment

I Have Completed These Conditions Of Employment To The Best Of My Abilities:

Applicant Information

Username: Email:

First Name: Middle: Last Name:

Conditions of Employment - You must be able to answer "Yes" to all questions.

* 1: I authorize ILTexas to conduct a criminal background check. I understand that I may be required to submit to a fingerprint background check at my own expense before employment or at any time during my employment. Yes No

* 2: I can provide verification of my legal right to work in the United States of America. Yes No

* 3: I authorize representatives of International Leadership of Texas to contact all persons and entities listed on this application and to make all contacts, inquiries and investigations which they deem necessary in order to verify my education, employment and police history. I consent to the release by third parties of information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to the District. I understand that International Leadership of Texas will keep such information in a confidential file, available only to appropriate district officials. I understand this application and all supporting material submitted becomes the property of the International Leadership of Texas which reserves the right to accept or reject said application. Yes No

* 4: I hereby affirm that all information, without exception, provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsification, misrepresentation, or omission of fact may be grounds for rejection of my application or employment or dismissal from subsequent employment by International Leadership of Texas. Yes No

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Asterisk (*) denotes a required field

9. All profiles in “Profile Section” column must be in “Completed” or “Optional” Status before you can move forward. Once all completed, click on “Edit” button next to your application.

Profile Data for CARRIE HUTCHINSON

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	12/16/2019
Update Name and Contact Information	Completed	12/16/2019
Update Conditions of Employment	Completed	12/16/2019
Update Education History	Completed	12/16/2019
Update Certifications/Licenses	Completed	12/16/2019
Update Employment History	Completed	12/16/2019
Update Years Of Experience	Completed	12/16/2019
Update Skills Questionnaire	Optional	12/16/2019
Update General Questions	Completed	12/16/2019
Update References	Completed	12/16/2019
Update Attachments	Completed	12/16/2019
Update Comments	Optional	

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	TEACHER	J1 INTERNATIONAL	DISTRICTWIDE	0	Not Submitted	Until Filled	191202003

1 records displayed

10. Click on “Submit to HR” button to complete the application process. If you do not click on this button, your application will still be in pending status.

Application Dashboard

Job Listing

Listing ID: 191202003 Location: DISTRICTWIDE Type: Full Time
 Position: TEACHER Dept: SPANISH Deadline: Until Filled
 Assignment: J1 INTERNATIONAL Group: School Year 2020-2021 Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 11 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	Completed	Edit
Education History	Completed	Edit
Certifications/Licenses	Completed	Edit
Employment History	Completed	Edit
Years Of Experience	Optional	Add
Skills Questionnaire	Completed	Edit
General Questions	Completed	Edit
References	Completed	Edit
Attachments	Completed	Edit
Comments	Optional	Add

[Submit to HR](#)
[Application](#)
[Return to Profile](#)

11. If your final status page looks like this, then your application was successfully submitted.

The screenshot shows a web browser window with the URL `skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinintleadoftxt/rappjjoblst45...`. The page is titled "Applicant Profile - 05.19.10.00.06".

Profile Data for CARRIE HUTCHINSON

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	12/16/2019
Update Name and Contact Information	Completed	12/16/2019
Update Conditions of Employment	Completed	12/16/2019
Update Education History	Completed	12/16/2019
Update Certifications/Licenses	Completed	12/16/2019
Update Employment History	Completed	12/16/2019
Update Years Of Experience	Optional	
Update Skills Questionnaire	Completed	12/16/2019
Update General Questions	Completed	12/16/2019
Update References	Completed	12/16/2019
Update Attachments	Completed	12/16/2019
Update Comments	Optional	

Your Account

- 1 New Messages** (View Messages)
- Log Out
- View Posted Positions

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	TEACHER	J1 INTERNATIONAL	DISTRICTWIDE	1	Application Submitted	Until Filled	191202003

1 records displayed

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