

Visit www.kellerisd.net
to Volunteer

>Departments>Human
Resources>Volunteers

KELLER ISD
intentionally exceptional

DISTRICT HOME SELECT A SCHOOL → TRANSLATE →

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HUMAN RESOURCES

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- Career Opportunities
- Overview of Employee Benefits
- Salary Schedules
- Student-Teacher Classroom Observation Placement
- Substitutes
- **Volunteers**
- Employee Access Center (EAC)

VOLUNTEERS

All Keller ISD volunteers are required to register through our new online application.

[Click Here Fill Out Volunteer Application](#)

Directions: Once under the "Volunteer Form" job listing, click "Apply for this Position" to begin filling out the form.

Once your application has been approved, you will receive a confirmation via the email address you provided in the application process. You only need to apply one time.

Thank you for your willingness to serve KISD students!

CALENDAR HOME ACCESS NEWSROOM KCLOUD FOOD SERVICES TRANSPORTATION HEALTH SERVICES TRANSPARENCY

Create an Account

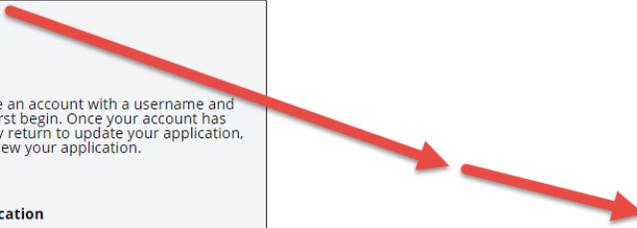


Keller ISD

Step 1
Create an Account
You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2
Complete your Application
You may exit the program at any time and return to complete it at your convenience.

Step 3
Apply for Open Positions
Once you have completed your application, you may apply for any open position. While logged-in click on "Jobs." Click "Job Search" or "All Jobs" and select the jobs for which you would like to apply.



User Login

Username

Password

Login

- or -

Create Account

[Having trouble logging in?](#)

Available Jobs

[click to view current openings](#)

[view open paraprofessional positions](#)

[view open professional positions](#)

[view open seasonal positions](#)

[view open service support positions](#)

[view open student teacher/observer positions](#)

[view open substitute positions](#)

[view open volunteer positions](#)

Click on “My Application”



Application Help

Welcome to the Online Application System for Keller ISD

This page will guide you in filling out the online application. If you ever need to return to this page, you can click on the Help tab.

Please remember to logout when you are finished.

Starting Your Application

First, you will need to enter some general information about yourself. You can do that by clicking the My Application tab. Fill in the information requested and move to the next page by clicking the "Save and Next" button. If you do not click the "Save and Next" button, the information on the current page will not be saved. Once you have filled out every section of the application you can move to different areas by using the menu located above the application.

Changing Your Account Information

To change your account information, simply click on the Account Information tab. You may change information such as your username, password, and email address. Be sure to follow the instructions where given. Please note that if you change your username and/or password, the next time you log in, you will need to enter the updated account information. "Save and Next" and "Undo" Buttons The "Save and Next" button causes the information on the page to be saved and then directs you to the next page of the application. The "Undo" button undoes all of the changes made to the page since it was last saved. Changes are saved once you have clicked the "Save and Next" button.

Searching For Jobs

To search for jobs that fit your criteria, start by clicking the Jobs tab then click on the Job Search link. Next, enter the search criteria into the specified areas and click search. Within seconds you will see a listing of all of the jobs matching your criteria.

Adding An Attachment

To add an attachment, click on the Application tab. Then click on the Attachments link on the upper menu. From this screen, click add. This will take you to a form that will let you add an attachment. Choose the attachment type, click the browse button and locate the file on your computer, enter in the body of the attachment, and finally click on "Save and Next" to add the attachment.

Required Fields

Fields that are required are marked with an asterisk - *. If these fields are left blank, your application will be considered incomplete until you enter values into all of these fields.

Required Records

Required records are stated in bold in the pages' directions with their required quantities. If the correct numbers of records are not entered, your application will be considered incomplete until you enter the correct number of record entries.

Sorting Results

To sort the search results, click on any of the underlined column headings to sort the list by that heading. Click once to sort by ascending value (i.e. a to z) or twice to sort by descending value (i.e. z to a).

Complete Candidate Profile (all required fields and click on "Save and Next")

My Application Help Jobs Account Information Email History

Candidate Profile - Johjania Najera

This page is for providing basic information about yourself. Start by filling out the boxes. When you are done filling out the page, click on the "Save" button to save your information and move on to the next page in the application. Clicking on the "Previous" button where available will take you back to the previous page without saving any changes you have made to the current page.

Applicant Type
Volunteer [Change Type](#)

Courtesy Title (optional) **Legal First Name** **Middle Initial** **Legal Last Name** **Suffix**

Select one johjania [] Najera Select one

Preferred Name
johjania

***Street Address**
350 Keller Parkway

***City** ***State** ***Zip Code**

Keller Texas 76248

***Primary Phone (000-000-0000)** **Cell Phone (000-000-0000)**

8177441086 []

***Personal Email Address**

johjania.najera@kellerisd.net johjania.najera@kellerisd.net

Attach Resume
Your application is not considered complete unless you attach a resume.
[Upload a File](#)

High School

***High School Diploma/GED?**
 Yes No

High School
[]

Account Information

Account Creation Date	Activation Date	Last Modified By Anyone	Volunteer Expiration Date
09/04/2019			09/04/2019

Username jntester

You must click the "Save and Next" button in order for your changes to be saved.

Undo [Save and Next](#)

Callout: If you have previously applied for other positions, you will need to change the application type to also add: "Volunteer"

Choose at least one campus and click "Save and Next"

My Application Help Jobs Account Information Email History

Volunteer Campus Preference

This page is for providing your information and preferences for volunteering. When you have completed the page, click the "Save and Next" button to save your information and move to the next page of the application. Clicking on the "Previous" button where available will take you back one page in the application without saving your changes.

***1st Campus Preference to Volunteer**
Basswood Elementary

2nd Campus Preference to Volunteer
Select one

3rd Campus Preference to Volunteer
Select one

4th Campus Preference to Volunteer
Select one

5th Campus Preference to Volunteer
Select one

Parents on Patrol Preference to Volunteer
Select one or more

If you are the parent/guardian of a children/grandchildren, list each child and his/her teacher separately by clicking the "Add" link:

Add

FIRST NAME	LAST NAME	GRADE	CAMPUS	TEACHER'S NAME
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You must click the "Save and Next" button in order for your changes to be saved.

Previous Undo **Save and Next**

Multilingual Abilities - helpful but not required (click on "Next")



My Application

Help Jobs Account Information Email History



- Candidate Profile
- Volunteer Campus Preference
- Multilingual Abilities**
- Background Check Information
- Attachments
- Volunteer/Student Teacher ...
- Almost Done...
- Preview
- Printable Application
- Email History

Multilingual Abilities - Johjania Najera

Please indicate any languages you are able to speak and/or read and write other than English.

Add

Filter results on this page:

LANGUAGE ▾ ABILITIES ▾

No results

Showing 0 results

Previous

Next



Background Info

(complete required fields and click on “Save and Next”)

The screenshot shows a web application interface for a background check. The top navigation bar includes 'My Application', 'Help', 'Jobs', 'Account Information', and 'Email History'. The main heading is 'Background Check Information - Johjania Najera'. On the left, a sidebar menu lists various application sections, with 'Background Check Information' selected. The main content area contains a detailed explanation of the computerized criminal history (CCH) verification process, followed by a consent statement from the applicant. Below this, the form fields are populated with the applicant's information: First Name (Johjania), Last Name (Najera), Social Security Number (666776677), Gender (Female), Personal Email Address (johjania.najera@kellerisd.net), Ethnicity (White), Date of Birth (01/01/1970), Driver's License Number (7777777), and Driver's License State (Puerto Rico). Red arrows point to the 'Personal Email Address', 'Date of Birth', and 'Driver's License Number' fields, which are marked as required. At the bottom, there are buttons for 'Previous', 'Undo', and 'Save and Next', with a note stating that the 'Save and Next' button must be clicked to save changes.

Background Check Information - Johjania Najera

I understand that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and Date of Birth (DOB) identifiers I supply. Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, KISD is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, KISD may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety ARS. I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to Keller ISD, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services. Once this process is completed and KISD receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

The Keller Independent School District is authorized by state law to obtain criminal history information on applicants when District intends to employ or a person who has indicated, in writing, an intention to serve as a volunteer (Texas Education Code 22.083). I authorize the Keller Independent School district to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency.

First Name
Johjania

Last Name
Najera

Maiden and/or Former Names

Middle Initial

Social Security Number
666776677

Gender
 Female Male

***Personal Email Address**
johjania.najera@kellerisd.net

Are you Hispanic or Latino?
 Yes No

Ethnicity
 American Indian or Alaska Native
 Asian
 Black or African American
 Pacific Islander
 White

***Date of Birth**
01/01/1970

***Driver's License Number**
7777777

***Driver's License State**
Puerto Rico

You must click the "Save and Next" button in order for your changes to be saved.

[Previous](#) [Undo](#) [Save and Next](#)

Attachments Not Required



My Application

Help Jobs Account Information Email History



- Candidate Profile
- Volunteer Campus Preference
- Multilingual Abilities
- Background Check Information
- Attachments**
- Volunteer/Student Teacher ...
- Almost Done...
- Preview
- Printable Application
- Email History

Attachments - Johjania Najera

Using this page, you can upload a file that you have scanned by clicking the "Add" button and following the directions. To add multiple attachments, repeat this process. After you have added your attachments, you may view, edit, or delete them from this page.

Once you have finished, click the "Next" button to proceed to the next page of the application, or the "Previous" button to go back one page.

Add

Filter results on this page:

TYPE ▾ ADDITIONAL NOTES ▾ ADD DATE ▾ LAST MODIFIED ▾

No results

Showing 0 results

Previous

Next



Verification (check required field and then click on “Save and Next”)

[My Application](#) [Help](#) [Jobs](#) [Account Information](#) [Email History](#)

- Candidate Profile
- Volunteer Campus Preference
- Multilingual Abilities
- Background Check Information
- Attachments
- Volunteer/Student Teacher ...**
- Almost Done...
- Preview
- Printable Application
- Email History

Volunteer/Student Teacher Verification and Authorization

The District does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law.

Your application and electronic documents, once submitted, become the property of the District and Public Records.

CERTIFICATION OF APPLICATION:

Please read the following statements carefully and check the box as confirmation of your having read and accepted these provisions for volunteering.

I hereby authorize Keller Independent School District to obtain information relating to my current and previous criminal history records, including the submission of my date of birth and drivers license to the Criminal Investigative Bureau (CIB) and the Federal Bureau of Investigation for reports on my criminal history. I agree to release Keller Independent School District, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources. Furthermore, I understand and agree that:

1. If any part of this application is unclear to me, I will ask the Human Resources staff to explain it.
2. By clicking the "Save and Next" button, my application will be submitted to the District. I further understand and agree that my act of electronically submitting this application constitutes my electronic signature.
3. I understand I am offering my services to Keller ISD without compensation.
4. It is my duty to update and notify the District of any changes to the information when such changes occur.

***I understand and agree to the following:**

I hereby certify that the information entered for this application, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of my application.

You must click the "Save and Next" button in order for your changes to be saved.

[Previous](#) [Undo](#) [Save and Next](#)

Almost Done (just some info – then click on “Next”)

My Application Help Jobs Account Information Email History

Candidate Profile
Volunteer Campus Preference
Mail/Inquiry Address
Background Check Information
Attachments
Volunteer/Student Teacher
Almost Done...
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Email History

Almost Done...

You must click on jobs above to apply to job postings.

Please remember your username and password for future access to your application. To exit the system, click the logout icon in the upper right corner of the screen.

For your application to be considered, please ensure you have completed all sections of the application, and **upload** the required documents to your application that relate to the type of position for which you have applied. Click on the checkmark (top left menu) to find Missing Required Fields. **Please do not fax or mail any of the required documents.**

ADMINISTRATIVE APPLICANTS

- Letter of interest
- Updated and accurate resume
- Official transcripts(s)
- Copy of your Texas principal and mid-management administrator certificate
- Refer to individual postings for additional requirements

PROFESSIONAL APPLICANTS

- Updated and accurate resume
- Official transcripts(s)
- Refer to individual postings for additional requirements

PARAPROFESSIONAL & SUBSTITUTE APPLICANTS

- Updated and accurate resume.
- Credential positions:
 - A copy of high school diploma or GED
 - Refer to individual postings for additional requirements
- Instructional aide positions:
 - A copy of high school diploma or GED
 - A copy of the official college transcripts(s)
 - Refer to individual postings for additional requirements
- Substitute positions:
 - A copy of the official college transcripts(s) indicating at least 30 earned hours
 - Refer to individual posting for additional requirements.

SERVICE SUPPORT APPLICANTS

- Updated and accurate resume (optional)
- A copy of college transcripts, high school diploma, or GED (refer to postings requirements)
- Refer to individual postings for additional requirements
- A copy of any required licenses.

SEASONAL AND PART TIME APPLICANTS

- Updated and accurate resume (optional)
- A copy of any required licenses
- Refer to individual postings for additional requirements

VOLUNTEERS

- Refer to individual posting for requirements.
- To edit your application, please click the section heading links above. **Please save your username and password for future access to your application. To exit the system, click Logout.**
- Keller ISD requires that you include your current supervisor's name and email as one of the references listed under the "References" section of the application. It is your responsibility to ensure all references are completed and returned to your application.

For additional information about Keller ISD, visit our website at www.kellerisd.net

Thank you for your interest in Keller Independent School District. We look forward to considering you for employment in our district where we PRODUCE THE NATION'S BEST!

Previous Next

Jobs: Click on "View/Apply" for the Volunteer Position

The screenshot shows a web browser window with the URL `searchsoft.net/ats/app_login?COMPANY_ID=JA000406`. The page header includes navigation links: [My Application](#), [Help](#), [Jobs](#), [Account Information](#), and [Email History](#). A left sidebar contains a list of menu items, with **Almost Done...** highlighted. The main content area is titled "Jobs" and contains the following text:

Even if there are no currently posted jobs which match your particular skills or interests, please do not be discouraged from submitting an application. Furthermore, a lack of posted jobs does not mean that we are not accepting applications or seeking candidates.

You must click a job's View link in order to apply for that job

Displaying 1 to 1 of 1

Filter results on this page:

	JOB TITLE	JOB TYPE/POSITION DESIRED	ORGANIZATION/LOCATION	APPLIED	CLOSING DATE
View/Apply	Volunteer	Volunteer Position	Education Center	No	

Showing 1 results

[Back](#)

A red callout box with the text "You must click on 'View/Apply' for the Volunteer Position" points to the "View/Apply" button in the table row.

Job: Click on “Apply for this Job”

Note that the Location will say Education Center and not the campus(es) you selected – it is OK to click on “Apply for this Job” – the Education Center allows your application to be routed to our Department for processing.



Candidate Profile
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Job

You have not applied for this job.

Apply for this job

Notify me about jobs like this

Organization/Location	Education Center
Job Title	Volunteer
Job Number	0000701661
Job Type/Position Desired	Volunteer Position
Description	
Additional Job Information	
Grades	PK,K,1,2,3,4,5,6,7,8,9,10,11,12

Facebook Share Twitter Tweet LinkedIn Share

Back

The location will not list the campus(es) you listed - it is OK!

See slides below for confirming your application submission (green arrows). Due to the volume of our volunteer applications, please allow 2 weeks for processing.

Job

You have not applied for this job.

[Apply for this job](#)

[Notify me about jobs like this](#)

Organization/Location	Education Center
Job Title	Volunteer
Job Number	0000701661
Job Type/Position Desired	Volunteer Position
Description	
Additional Job Information	
Grades	PK,K,1,2,3,4,5,6,7,8,9,10,11,12

[Share](#) [Tweet](#) [Share](#)

[Back](#)

The location will not list the campus(es) you listed - it is OK!

Once you "Apply for this Job", if you click on "Back" it will take you back to the Jobs page where you will see the Volunteer Position Job listed. If you click on "View/Apply" again, you will see the next slide and you are done!

View Jobs Form

You have successfully applied for this job.

[Withdraw interest for this job](#)

[Notify me about jobs like this](#)

Organization/Location	Education Center
Job Title	Volunteer
Job Number	0000701661
Job Type/Position Desired	Volunteer Position
Description	
Additional Job Information	
Grades	PK,K,1,2,3,4,5,6,7,8,9,10,11,12

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