


SchoolSpring

To Log in to your Employer Account in SchoolSpring, go to: <https://www.schoolspring.com/employer/>

schoolspring.com/employer/

Log In

Connect with us: 

Unified Talent
SchoolSpring

My Profile

Find a Job

Post a Job

Login

Login to complete your SchoolSpring profile to make sure you stand out as an excellent candidate for the job!

With SchoolSpring, you'll get noticed by employers when you add your cover letter, education, experience, certifications, and more to your profile.

Username

Password

Log In

[Trouble logging in?](#)
New job seekers [sign up](#) to apply for jobs.

Use your login credentials provided by your ITC. Upon entering those credentials, you will be prompted to change your password and select a security question and answer.

Unified Talent
SchoolSpring

My Profile

Password Update

Please select a new password. Your password must contain 8 to 64 letters, numbers, symbols(!@#\$\$&*). Your password is c

New Password

Retype Password

Update Password

Password updated successfully

Select a Security Question

Please select a security question and provide an answer. If you forget your password in the future you will be asked this question.

Security Question

In what city were you born?

Answer

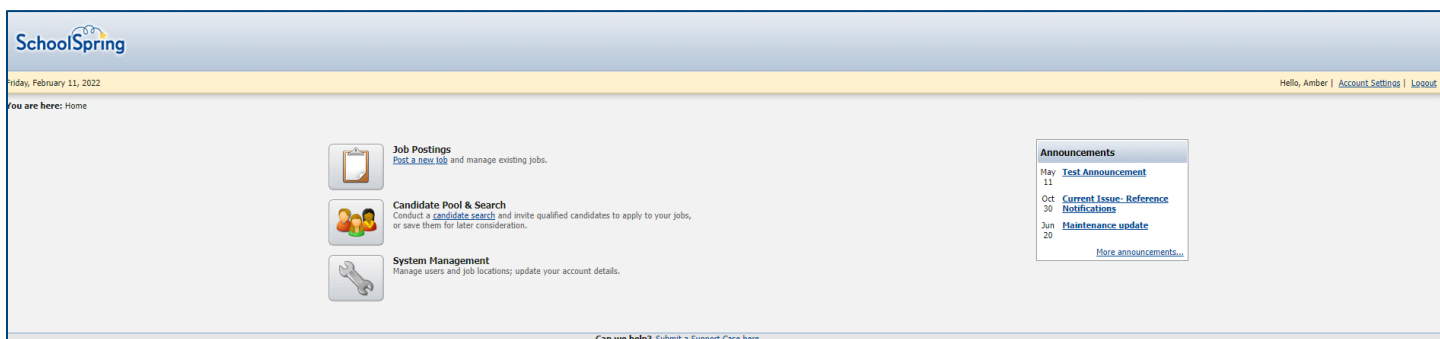
.....

Retype Answer

.....

Save Changes

After your password reset is complete, you will be taken into the Employer Account.



The screenshot shows the SchoolSpring Employer Account dashboard. At the top, there is a header with the SchoolSpring logo, the date "Friday, February 11, 2022", and user information "Hello, Amber | Account Settings | Logout". Below the header, a navigation bar indicates "You are here: Home". The main content area features three primary action icons: "Job Postings" (a clipboard icon), "Candidate Pool & Search" (a group of people icon), and "System Management" (a wrench icon). Each icon has a brief description of its function. To the right, there is an "Announcements" section with a list of recent updates, including "Test Announcement" (May 11), "Current Issue: Reference Notifications" (Oct 30), and "Maintenance update" (Jun 20). A link "More announcements..." is provided at the bottom of this section. At the very bottom of the dashboard, a small link reads "Can you help? Submit a Support Case here".


To make changes on the Employer Account, start with the System Management Icon.




System Management

Manage users and job locations; update your account details.


From here you can Add Users, Locations, or change details on the Employer Account.



User Accounts
Add, edit, and delete users;
change access permissions.








Job Locations
Edit locations or add a new school
or other location where jobs are available.



Employer Account
Your contact, billing, and
support information.

To Add Users click on User Accounts. Add users by clicking the New User Button. You can edit users by clicking the paper and pen icon. Delete users by clicking the red circle. And you can email login credentials by clicking the envelope icon.

















 Home
  Job Postings
  Candidate Pool
  System Management


Friday, February 11, 2022 Hello, Amber | [Account Settings](#) | [Logout](#)

You are here: [Home](#) > [System Management](#) > [User Accounts](#)

System Management

-  Employer Account
-  **User Accounts**
-  Job Locations
-  New User
-  New Alias


Name	Email	Phone	Type	Action
Admin_HB	HBAdmin@somedistrict.k12.com	123-456-7888	System Admin	  
Chanoeme_TEST	testchanoeme@test.com	123-456-7888	System Admin	  
Mach_Amber	amber.mach@powerschool.com	123-456-7888	System Admin	  



Employer Account
Your contact, billing, and
support information.

The employer account can be edited by clicking on the icon. There are several sections that can be updated. See below.




NOTE: The Primary contact for your account will show up on all job postings. It's important to make sure this is the correct person for the district. It can be changed on each posting, but the default will be the user listed here on the Employer Account.



Friday, February 11, 2022

You are here: [Home](#) > [System Management](#) > [Employer Account](#)

System Management

-  **Employer Account**
-  User Accounts
-  Job Locations

Employer Account

Employer Details

Employer ID	101838
Employer Type	Public PK-12
Name	<input type="text" value="Amber Mach Sandbox"/>
Physical Address	<input type="text" value="444 55th Street"/>
City	<input type="text" value="Some City"/>
State/Province	<input type="text" value="Kansas"/> (in US or Canada)
County	<input type="text" value="Cloud County"/>
Postal Code	<input type="text" value="66901"/>
Country	<input type="text" value="United States"/>
Phone	<input type="text" value="123-456-7888"/> Ext <input type="text"/>
Timezone	<input type="text" value="UTC"/>
Web Site	<input type="text"/>
Primary Contact	<input type="text" value="Admin, HR"/>
Enrollment	<input type="text"/> School Year... <input type="text"/>

☐ Disable Job postings closed Email Notification

Employer Description

The text below will be available to candidates as they search for jobs so they can learn more about your organization. Use this area to describe your schools and community, or anything else you'd like to generate interest in your job openings.

Employer Photo

Upload a photo to display on your employer profile page. You have not yet uploaded a photo for this school. If the photo is not 320 pixels wide x 240 pixels high the image will be resized.

No file chosen

Employee Benefits

If desired, provide your employee benefit information below for display on your employer profile page. Provide any additional information about benefits at your organization in the "Additional Information" box. Check the box below to have this information displayed for all job locations, otherwise you may specify different benefits for each location.

	Employer	Employee
Medical	<input type="text"/> %	<input type="text"/> %
Dental	<input type="text"/> %	<input type="text"/> %

Additional Benefits Information

☒ Use this benefits information for all job locations

Teacher Salary Schedule Information

If desired, provide your teacher salary information below for display on your employer profile page. Check the box below to have this information displayed for all job locations, otherwise you may specify different benefits for each location.

Salary Level	Starting Annual Salary	Maximum Annual Salary
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

☒ Use this salary information for all job locations



Job Locations

Edit locations or add a new school or other location where jobs are available.

If the district is not using PowerSchool Applicant Tracking, Job Locations is how you will add/edit locations for job postings. If the district is using PowerSchool Applicant Tracking, all job locations will be managed within Applicant Tracking.

You are here: [Home](#) > [System Management](#) > Job Locations

System Management				
Job Locations				
ID	Name	Type	Location	Action
147869	Amber Mach Sandbox	Administrative Office	Some City, KS	
161927	Bus Depot	Not Specified	New City, NY	
161922	Central Office	Not Specified	New City, NY	
165951	David Test	Other Location	ARLINGTON, Online	
161923	Dolor Elementary School	Not Specified	New city, CA	
161926	Food Service	Not Specified	New City, CA	
161928	Lorem Ipsum High School	Not Specified	New City, NY	
161925	Maintenance Office	Not Specified	New City, NY	
161924	Partem Meliore Middle School	Not Specified	New City, MA	

To add Job Locations in SchoolSpring, Click on Job Locations which will take you to a list of the locations in the system. Click on New Job Location on the left-hand menu and complete the form about the location. All items with a yellow circle are required.

New Job Location

Locations are individual schools, district offices, or other physical locations where jobs are available. After adding the new location, you can assign any current users access privileges for the location.

Location Details * = required

Location Type *

Name *

Abbreviation * (max 20 characters)

Physical Address *

City *

State/Province * (in US or Canada)

County

Postal Code *

Country *

Phone *

Fax

Web Site

Enrollment

Grades to

Setting

External Location ID

Location Photo

Upload a photo of your school to display on your employer profile page. If the photo is not 320 pixels wide x 240 pixels high the image will be resized.

No file chosen

Location Description

The text below will be available to candidates as they search for jobs so they can learn more about this location. Use this area to describe your school and community, or anything else you'd like to generate interest in your job openings.

If the district is not using Applicant Tracking, Job Postings is how you will create or close out job postings. If the district is using PowerSchool Applicant Tracking, all job postings will be managed within Applicant Tracking.



Job Postings

[Post a new job](#) and manage existing jobs.

To begin Click on Post a New Job.

New Job Posting

Job Details

Initial Status

[What's this?](#)

☒ Public ☐ Pending

Title

Categories

Classroom Teacher ([show subcategories](#))

Administrator ([show subcategories](#))

Athletics & Activities ([show subcategories](#))

Career Education ([show subcategories](#))

Instructional Support ([show subcategories](#))

Special Education ([show subcategories](#))

Student Services ([show subcategories](#))

Support Staff ([show subcategories](#))

State-level Positions ([show subcategories](#))

Seasonal/Other Opportunities ([show subcategories](#))

Location(s)

☐ Amber Mach Sandbox

☐ Bus Depot

☐ Central Office

☐ Dolor Elementary School

☐ Food Service

of Positions

Job Type

☐ Full-time ☐ Part-time ☐ Summer ☐ After school/Evening

Grade Level(s)

☐ Preschool ☐ Primary ☐ Intermediate

☐ Middle ☐ Secondary ☐ Post-secondary ☐ Not applicable

Salary

[What's this?](#)

From to

Display Salary

[What's this?](#)

☐ Yes ☒ No

Job Reference #

[What's this?](#)

Vacancy Reason

[What's this?](#)

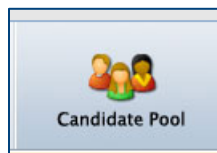
Job Description

[Basic HTML Guide](#)

Fill in all the required fields and click on Post Job.

Post Job

The Candidate Pool tool is a way for you to find candidates all over the U.S.



You are here: [Home](#) > Candidate Search

Candidate Pool

[Candidate Search](#)

[Saved Candidates](#)

Quick Search

Name

[Search](#)

Candidate Search

Basic Search

Select a job from the list below to search for matching candidates...

Select a job posting... [Find Candidates!](#)

☐ Show only certified candidates

Advanced Search

Provide as much or as little information as you'd like. If a field does not apply you may leave it blank to broaden your search.

Must Be Available By... February 2022

Job Type

☐ Full-time ☐ Part-time

☐ Summer ☐ After school/Evening

Grade Range(s)

☐ Preschool ☐ Primary ☐ Intermediate

☐ Middle ☐ Secondary ☐ Post-secondary

Job Categories

Classroom Teacher ([show subcategories](#))

Administrator ([show subcategories](#))

Athletics & Activities ([show subcategories](#))

Career Education ([show subcategories](#))

Instructional Support ([show subcategories](#))

Special Education ([show subcategories](#))

Student Services ([show subcategories](#))

Support Staff ([show subcategories](#))

State-level Positions ([show subcategories](#))

☒ Show all candidates certified or interested in selected job categories

☐ Show only candidates certified for selected job categories in any state

☐ Show only candidates certified for selected job categories in the states selected below:

Location Interest

☒ California

☒ Kansas

☒ Massachusetts

☒ New York

NOTE: States listed above are from your [Job Locations](#) in System Management.

Additional Options

☐ Only show candidates who are military veterans or currently serving

[Find Candidates!](#)

[Can we help? Submit a Support Case here](#)

Once you have found a candidate you like, you can contact them (if their profile is set up to allow being contacted) and you can save them as a favorite.

Candidate Pool		
Candidate Search Saved Candidates		
Saved Candidates		
Name	Status	Date
<input type="checkbox"/> Mach, Amber	Saved	Feb 11, 2022
Remove Checked		