How to Apply for Positions

We are so excited you have decided to take the next step in your career by applying in Pueblo County School District Number 70!

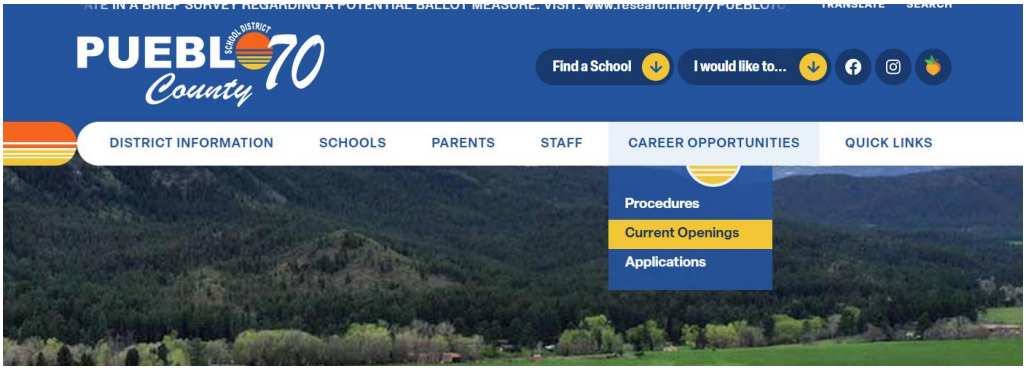
We have put together this quick guide to help you apply for positions. We hope you find the information helpful. If we can assist you in any way, please call our Human Resources Department at 719-295-6528. You can also email through our website, www.district70.org, or email hr@district70.org. If you require assistance in completing the application, please call our office for an appointment to apply in our office. All applications are electronic, but we can assist you in this process.

All postings are posted on our website at www.district70.org. All applications must be completed on-line through Frontline/AppliTrack. We do not accept paper applications or documents.

General Tips:

- Gather digital copies of application materials: work history, professional references, transcripts (these can be provided after hire if you prefer not to upload to application), CDE Licensure, RANDA evaluations (if applicable), cover letter, and/or reference letters.
- Create your account with your personal email address and use a password you will remember. You do have the opportunity to review and change your application prior to submitting the application. You can also print the application for your records.
- The process takes about 30 minutes. All sections must be completed. Your progress is saved, so you can interrupt the process and come back later to edit your application.
- You can use any web browser (internet explorer is not always recommended). The application process is easiest on a desktop or laptop computer. Phones and tablets make the process more challenging.
- Incomplete applications, or applications that are not submitted at the end of the application, will not be considered.
- References will be contacted via email. Please provide your reference's email addresses. Three professional references are required.
- Applicants should check their emails frequently after an application is submitted. You will receive an email confirmation once the application has been successfully submitted. Interviews are scheduled via phone OR email. If you aren't receiving emails, look in your spam folder. Most notifications come from a no-reply email address, and may go to your spam or junk mail folder.
- Submitted applications are forwarded to supervisors for screening and interviews.
- External (Level II) applicants are notified, via email, following the interview process once a hiring decision has been made.

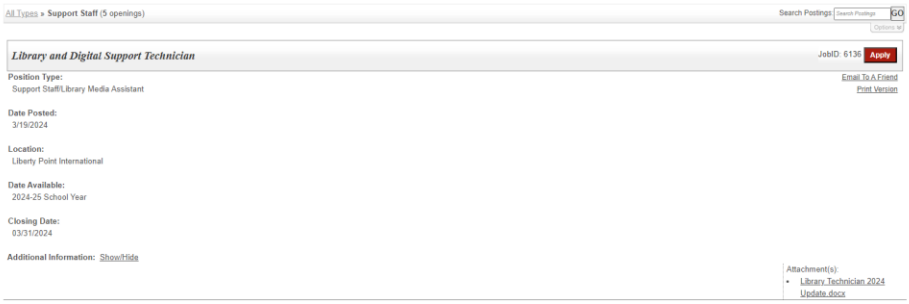
Step 1: Go to the website, www.district70.org, and click on Career Opportunities, then Current Openings.



Step 2: The list of positions will come up. Click on the position category(s) of interest to you.

Teaching positions are listed under Certified (Grade Level), Administrative jobs are under Administration, Coaching is under Athletics/Activities, Building maintenance and warehouse and custodial positions are under Maintenance/Custodial, Specialist positions are under Student Support Services, Paraprofessionals, Aides, Nurse assistant, and Preschool positions are under Support Staff, Substitutes and temporary positions (including apprencticeships) are listed under Substitutes, and our Charter Academy positions are under each individual charter school.

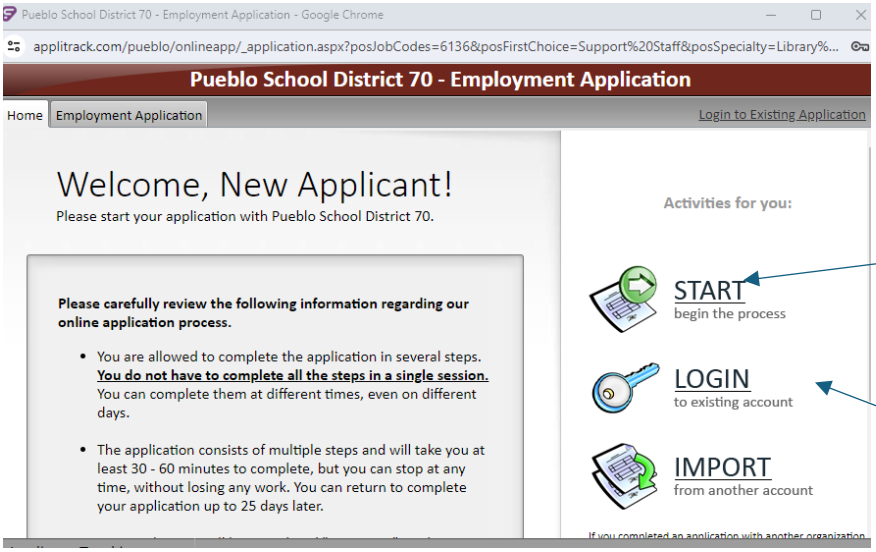
Step 3: A list of positions in the category will pop up when you click on the category. Review the openings and job information. Full job descriptions are at the end of the postings. Click APPLY when you are ready to apply.



Apply here

Full Job Description

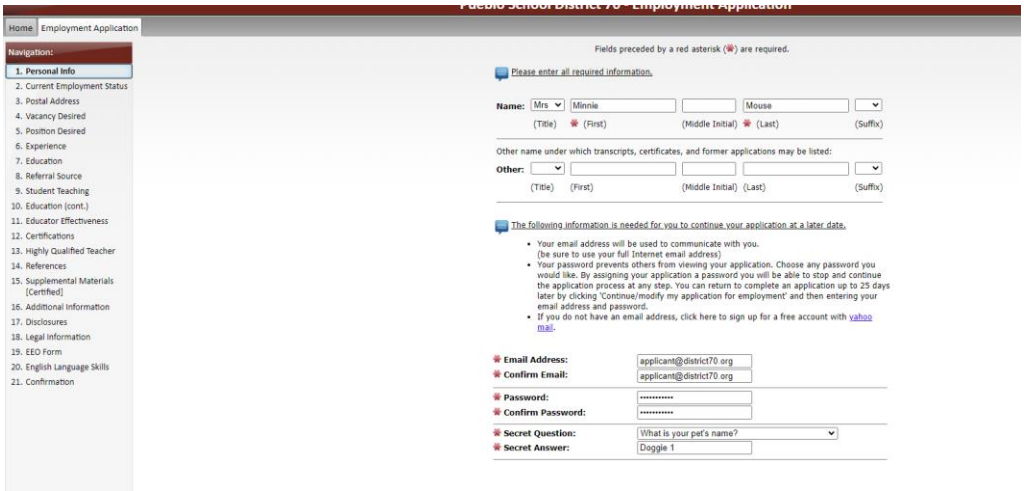
Step 4: Log into your AppliTrack Account. If you are a new applicant, click on START to start an application.



New Applicants click on Start

Existing applicants, log in here

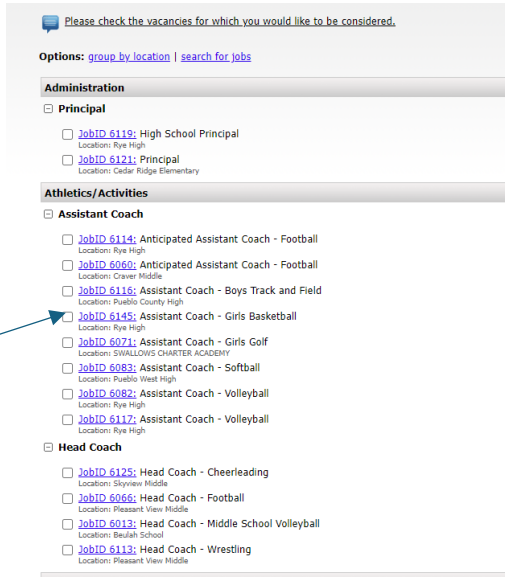
Step 5: Begin the application process. Applicants with an existing D70 AppliTrack account can edit their application with the EDIT feature.



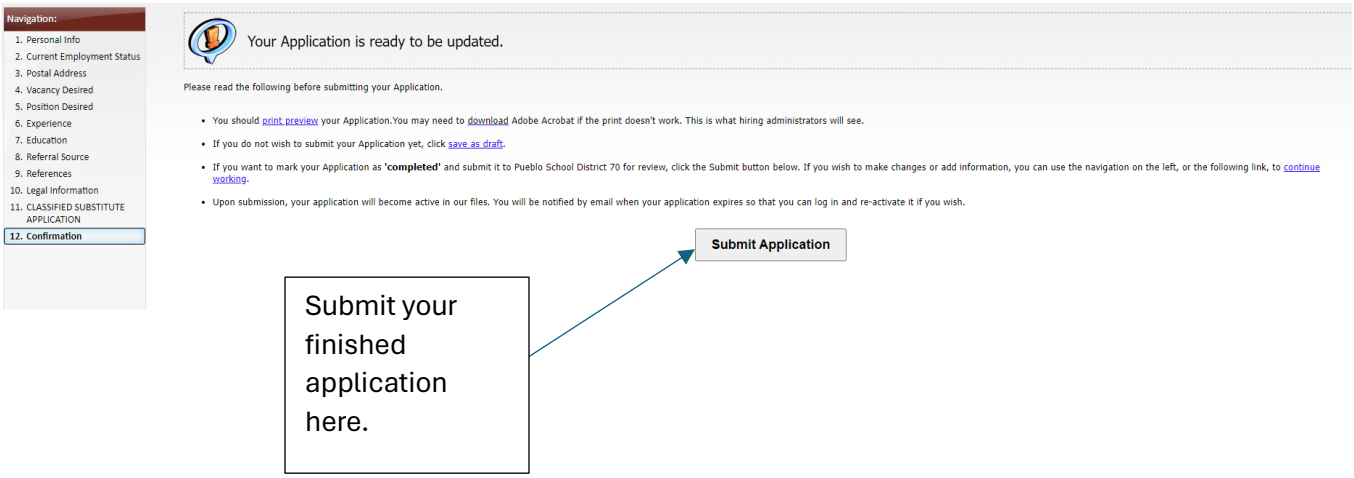
- Enter your personal email address and choose a password. Record the username (email address) and password so you can access your account later.

Step 6: Complete the application. Once a screen is successfully completed, the Next Page arrow will be able to be clicked to go to the next part of the application. You will be able to add any open vacancies to your application by clicking on the Job ID Number.

Click in the box next to the Job ID(s) you are interested in. A blue Check mark will appear.



Step 7: Submit the application. A confirmation will appear once you click Submit Application. Only applications submitted will be considered. You will receive a confirmation email when the application is successfully submitted.



Submit your finished application here.

Step 8: If selected for an interview, you will be notified by phone or email. Be sure to check your spam folder frequently, depending on your spam settings. Once the position is hired, you will be notified of your status via email through AppliTrack.

Again, we thank you for your interest in our school district and look forward to your application!