



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!

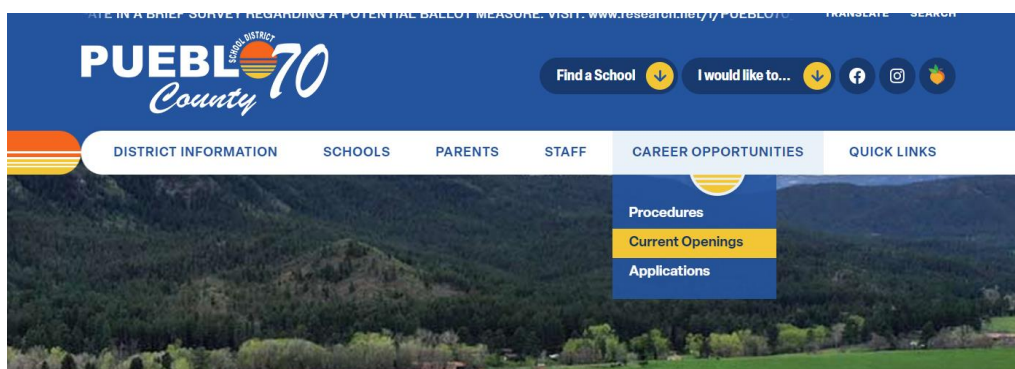
We have put together this quick guide to help you apply for positions. We hope you find the information helpful. If we can assist you in any way, please call our Human Resources Department at 719-295-6528. You can also email through our website, www.district70.org, or email hr@district70.org. If you 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 apprenticeships) 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.

All Types • Support Staff (5 openings)

Search Postings Search Postings GO

Library and Digital Support Technician

JobID: 6136 **Apply**

Position Type: Support Staff/Library Media Assistant

Date Posted: 3/19/2024

Location: Liberty Point International

Date Available: 2024-25 School Year

Closing Date: 03/31/2024

Additional Information: [Show/Hide](#)

Attachment(s): Library_Technician 2024 Update.docx



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.

Pueblo School District 70 - Employment Application - Google Chrome

applitrack.com/pueblo/onlineapp/_application.aspx?posJobCodes=6136&posFirstChoice=Support%20Staff&posSpecialty=Library%...

Pueblo School District 70 - Employment Application

Home Employment Application Login to Existing Application

Welcome, New Applicant!
Please start your application with Pueblo School District 70.

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.

Activities for you:

START
begin the process

LOGIN
to existing account

IMPORT
from another account

If you completed an application with another organization...

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.

Pueblo School District 70 - Employment Application

Home Employment Application

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Experience
7. Education
8. Referral Source
9. Student Teaching
10. Education (cont.)
11. Educator Effectiveness
12. Certifications
13. Highly Qualified Teacher
14. References
15. Supplemental Materials (Certified)
16. Additional Information
17. Disclosures
18. Legal Information
19. EEO Form
20. English Language Skills
21. Confirmation

Please enter all required information.

Name: (Mrs) Minnie (Title) (First) (Middle Initial) (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other: (Title) (First) (Middle Initial) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you. (be sure to use your full Internet email address)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking 'Continue/modify my application for employment' and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [Yahoo Mail](#).

Email Address: applicant@district70.org

Confirm Email: applicant@district70.org

Password: *****

Confirm Password: *****

Secret Question: What is your pet's name?

Secret Answer: Doggie 1

- 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.

Please check the vacancies for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

Administration

☐ **Principal**

☐ [JobID 6119](#): High School Principal
Location: Rye High

☐ [JobID 6121](#): Principal
Location: Cedar Ridge Elementary

Athletics/Activities

☐ **Assistant Coach**

☐ [JobID 6114](#): Anticipated Assistant Coach - Football
Location: Rye High

☐ [JobID 6060](#): Anticipated Assistant Coach - Football
Location: Craver Middle

☐ [JobID 6116](#): Assistant Coach - Boys Track and Field
Location: Pueblo County High

☐ [JobID 6145](#): Assistant Coach - Girls Basketball
Location: Rye High

☐ [JobID 6071](#): Assistant Coach - Girls Golf
Location: SWALLOW'S CHARTER ACADEMY

☐ [JobID 6083](#): Assistant Coach - Softball
Location: Pueblo West High

☐ [JobID 6082](#): Assistant Coach - Volleyball
Location: Rye High

☐ [JobID 6117](#): Assistant Coach - Volleyball
Location: Rye High

☐ **Head Coach**

☐ [JobID 6125](#): Head Coach - Cheerleading
Location: Skyview Middle

☐ [JobID 6066](#): Head Coach - Football
Location: Pleasant View Middle

☐ [JobID 6013](#): Head Coach - Middle School Volleyball
Location: Break School

☐ [JobID 6113](#): Head Coach - Wrestling
Location: Pleasant View Middle

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.

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Experience
7. Education
8. Referral Source
9. References
10. Legal Information
11. CLASSIFIED SUBSTITUTE APPLICATION
12. Confirmation

 Your Application is ready to be updated.

Please read the following before submitting your Application.

- You should [print preview](#) your Application. You may need to [download](#) Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.
- If you do not wish to submit your Application yet, click [save as draft](#).
- If you want to mark your Application as 'completed' and submit it to Pueblo School District 70 for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).
- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.

[Submit Application](#)

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!