

How to Enter an Employee Application for a Posted Position

1. Before proceeding with the application instructions, please review the attachment requirements for the job posting you are applying for. You can find these requirements on the EPISD Job Posting Page under the Posting ID link.

Campus Leadership					
Position	Organization	Application Deadline	Posting ID	Job Description	
Principal Elementary	Nixon Elementary School	10-15-2021	944	Job Description	Apply



Job Posting

944 - Principal Elementary

Posting ID: 944

Role: Principal Elementary

Organization: 161 - Nixon Elementary School

Posting Opens: 10-01-2021

Posting Closes: 10-15-2021

Qualifications:

For more information, please [Click here](#) to view job description.

The following documents must be uploaded as a PDF with your application to be considered for an interview:

- Current resume (include month/year of teaching and professional experience)
- Three (3) letters of recommendation
 - Must be dated within a year of the application closing date;
 - Must be on official company/business letterhead
 - Must be signed
- Copy of current Principal SBEC certification
- Copy of AEL or ILD certificate
- Copy of T-TESS certificate (current school year)

No late applications or attachments will be accepted after the posting closes.

Salary: Salary placement to be determined based on years of experience. For more information, please [Click here](#) to view salary schedule.

Contact Information: If you have any questions or require assistance, please contact the Human Resources Department at (915)230-2040. Application must be submitted by 10:00 midnight of closing date.

[Apply](#) [Close](#)

Application requirements for this job posting example.

2. After you have reviewed the requirements, click on Apply. Sign into the Frontline Employee Service Center. Enter your Frontline User ID and Password.

The screenshot shows the login interface for the Frontline Education Employee Service Center. At the top is the Frontline Education logo. Below it, the text reads "Welcome to the El Paso Independent School District Employee Service Center". There are two input fields: "User ID" and "Password". A blue "Sign On" button is positioned below the fields. At the bottom, there are links for "Forgot Password | Forgot User ID" and "Need an Account? Register".

3. Select “My Employment Records” from the side menu. Select “My Employee Transfer Request”. Please note that you will be applying for a posted position and not a lateral transfer.

The screenshot displays the dashboard of the Frontline Employee Service Center. The top navigation bar includes "ERP & SIS" and "El Paso Independent School District". The main heading is "Welcome". On the left, a side menu lists several options: "My Service Center Home", "My Personal Information", "My Leave Balances", "My Absence Reporting", "My Time Cards", "My Employment Records", and "My Pay Information". The "My Employment Records" option is highlighted with a dashed border, and a red arrow points to it from the right. The main content area features the Frontline Education logo, the text "Employee Service Center", and a "Welcome to the El Paso Independent School District Employee Service Center" message at the bottom.

Welcome

- My Service Center Home
- My Personal Information
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records
 - My Job Information
 - My Certification
 - My Education & Degrees
 - My Employee Transfer Request
 - My Job Description



Employee Service Center

Welcome to the El Paso Independent School District Employee Service Center

This information is stored in Human Resources and is used for payroll and reporting purposes. Please verify that all information is correct. To update your legal name you must complete the Name Change Form by visiting Human Resources and providing proper identification. To update address, phone number, disclosure options or emergency contact information, please log into my.episd

4. Under Job Selection, click on the appropriate Job Category. These Job Categories match the categories on the EPISD Job Posting Page.

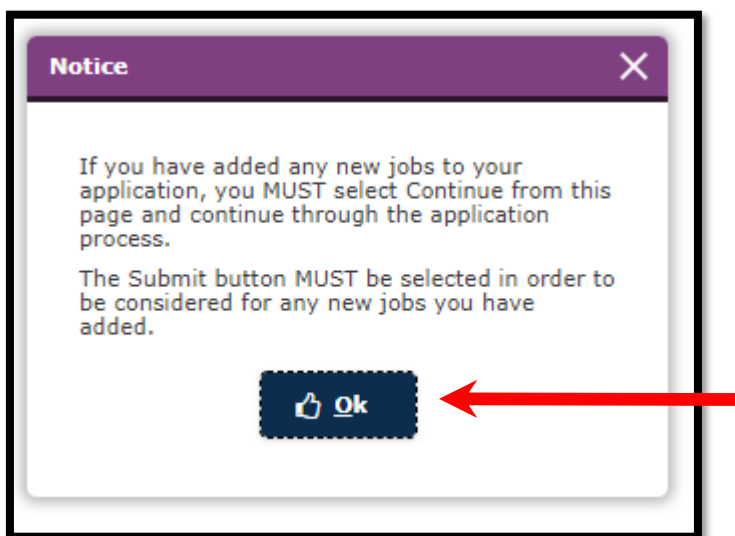
The screenshot shows a sidebar menu with four items: Job Selection, Transfer Details, Personal Records, and Submit. A red arrow points to the Job Selection item. To the right, there is a section titled 'Select a Job Category:' with a sub-section 'District Jobs' containing two items: Administrative Professional and Campus Leadership.

5. Click on the checkbox for the posted position you wish to apply for. Please note, only POOLED postings will allow you to choose an Organization. Click SAVE CHANGES.



The screenshot shows a web interface for job selection. On the left is a sidebar with a menu containing 'Job Selection', 'Transfer Details', 'Personal Records', and 'Submit'. The main area is titled 'Jobs in Administrative Professional' and contains two job listings. The first listing, 'Education Diagnostician -- Posting ID: 22', has a checked checkbox and a red arrow pointing to it. The second listing, 'Speech Therapist (Certificate Clinical Competence) -- Posting ID: 21', has an unchecked checkbox. At the bottom left, a green 'Save Changes' button is highlighted with a red border.

6. Click OK in the Notice box.



The screenshot shows a purple 'Notice' dialog box with a close button (X) in the top right corner. The text inside reads: 'If you have added any new jobs to your application, you MUST select Continue from this page and continue through the application process. The Submit button MUST be selected in order to be considered for any new jobs you have added.' At the bottom center, there is a dark blue button with a thumbs-up icon and the text 'Ok'. A red arrow points to this button from the right.

7. From the Job Selection page, click CONTINUE.

The screenshot shows a web interface for job selection. On the left is a sidebar with a menu containing: Job Selection (highlighted), Transfer Details, Personal Records, and Submit. The main content area has a heading "Select a Job Category:" followed by a list of "District Jobs" with expandable arrows: Administrative Professional (with subtext "You have selected: Education Diagnostician - 22"), Campus Leadership, Paraprofessional, Summer School Middle, Summer School Professional, Summer School SPED (ESY), Teacher Career & Tech Ed, Teacher Elementary, Teacher High School, and Teacher Middle School. At the bottom are three green buttons: "Continue", "Cancel", and "Delete Application". A red arrow points from the left towards the "Continue" button.

8. Select Assignment or Location as your application preference. If you applied for more than one posted position, you may move the assignment or location up or down depending on the order of your preference. Click CONTINUE.

The screenshot shows a "Preferences" page. At the top, there are radio buttons for "Location" and "Assignment", with "Assignment" selected. Below this is a table titled "Assignments" with columns for "Assignment" and "Posting ID". The table contains two rows: "ES Librarian" and "Education Diagnostician" (with "22" in the Posting ID column). Below the table are "Move Up" and "Move Down" buttons. At the bottom right are "Continue" and "Back" buttons. A red arrow points from the left towards the "Continue" button.

Assignment	Posting ID
ES Librarian	
Education Diagnostician	22

9. Select 'Posted Position' as the Application reason. Click CONTINUE.

Please select the reason(s) for this transfer request. ****Please Note: Posted Positions are BID positions.****

Application Reason

- Lateral Transfer
- New Teacher/Paraprofessional Application
- Posted Position

[Continue](#) [Back](#)

10. The position you are applying for will most likely require three references. Click ADD to add your references. All required fields are designated with a red star. When you are finished, click OK. Proceed to add additional references. When all references have been entered, click CONTINUE.

At least 3 references are required for the selected jobs

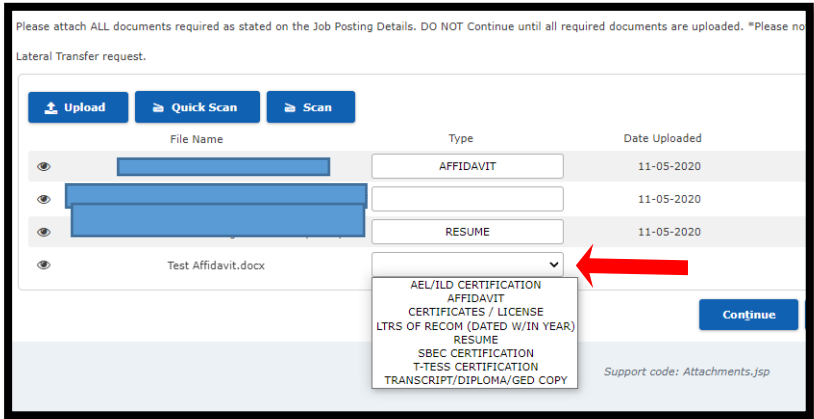
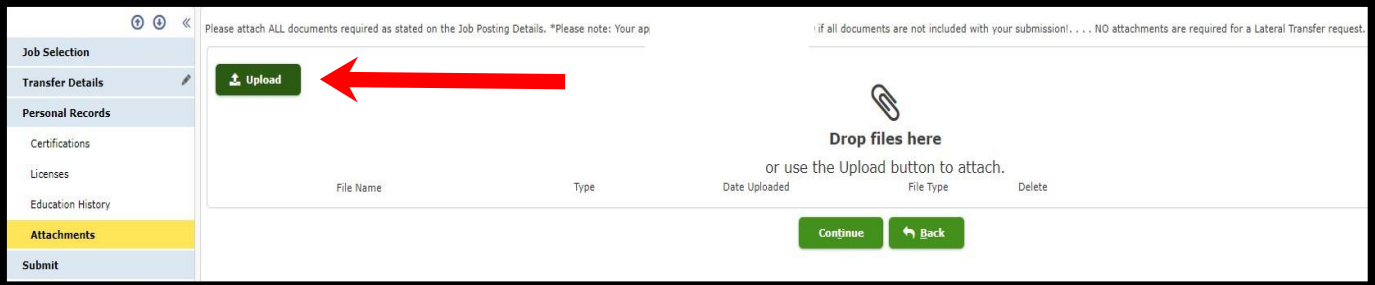
References

Name

John Smith

[+ Add](#) [Edit](#) [Delete](#)

11. Add all attachments from Step 1 that are required for the position you are applying for. Click Upload and select your document. Choose the Type of attachment from the Type drop down menu. Click CONTINUE.



12. Click SUBMIT. Your application has been submitted.

