

1. [Click here to log-in as an internal applicant](#)
2. Log-in using your District E-mail address and the most recent password you remember (this is not Single-Sign-On as with other District applications). If you forgot your password, click 'Forgot Password' and a temporary password will be sent to the e-mail address you specify.

3. After logging-in, select 'Employment Application' or 'Edit Your Materials' – this will open your application for review and selecting desired positions

4. Review your Personal Information in Steps 1 through 3 of the Navigation Panel and then click on 'Vacancy Desired' to open a panel of positions currently posted. The Assistant Superintendent of Secondary Schools position will be towards the top of this page under the heading of 'Administration'. Click on the open checkbox next to the position title to indicate your interest in applying for this position.

5. Select 'Save as Draft' at the bottom of the page. This will add a series of 6 pages to your Navigation menu so that you can complete your application submission for Assistant Superintendent.

6. Complete the information in each of the pages provided under the Navigation Panel. Once you have completed these, select the 'Finish and Submit' button at the bottom of the page.