

How do I find out about postings?

- Visit the Clarksville Montgomery County School System website at www.cmcss.net/employment. You can also find a quick link from the district page (www.cmcss.net).

How do I submit an application?

- Please visit our website at <http://www.cmcss.net/employment> and click 'Apply Now' to view vacancies
- Use the search box to filter results (i.e., custodian, educational assistant, substitute, etc.) or type CLASSIFIED to view all classified vacancies.
- Click Apply to the right of the vacancy that interests you. This will open a new page where you can download the full job description, including rate of pay, hours per day (H.P.D), and days per year (D.P.Y).
- Click Apply for this position (top right-hand corner); this will open a new page where you enter your existing login information or create a new account.
 - If you have an existing account and cannot login, contact technical support at 1-877-974-7437.
- You will be required to upload your proof of education, any supporting documentation (such as a CDL or Nursing License when required), and provide one supervisory reference, including their valid email address.
- Once you complete your application, click "finish and submit" at the bottom of the page.

What are the required supporting documents that I need to provide?

1. **Proof of Education (High School Diploma/Equivalency/Workforce Development Cert or Higher)**
Educational Assistants will need to provide a college transcript or picture of their degree. If you have an Applied Science degree or attended a trade school, please provide a transcript with cumulative earned hours.
If offered an EA position, HR will request your OFFICIAL transcripts, which must be provided within 2 weeks of hire.
2. **Classified Reference Form(s):** A classified reference survey will be emailed directly to the reference(s) provided on your application. **A supervisor reference is required.** This can be the manager of your present position, or someone from one of the three work experiences prior to that. Additional character/personal references may also be listed, but they are not required.
 - a. Family/Spouse references **WILL NOT** be taken into consideration.
 - b. Letters of Recommendation are only accepted in lieu of a reference form when printed on professional letterhead and signed.
 - c. If you are having trouble with the reference requirements, please contact jacklyn.winegarden@cmcss.net for further guidance.
3. If you have worked with CMCSS previously, you will be required to obtain a reference from the principal/supervisor of your most recent work location.

To expedite your application, proof of education should be uploaded to your application and all pertinent reference information (including email) listed. If you need assistance, please contact jacklyn.winegarden@cmcss.net.

How do I submit my reference forms?

- If you provide an e-mail address for your references, the survey will be emailed to them directly. We recommend they complete the survey from a computer to avoid routing errors. When submitted successfully, your reference will get a confirmation code, and their survey will automatically be added to your application. You can monitor for returned forms under the references tab.
- You can also find a PDF version of the form (CLS-F004) at <https://employees.cmcss.net/misc/ViewISO?filename=CLS-F004.pdf>
 - If a paper copy is completed, you are able to scan and e-mail or fax (information on page 2), or drop off the completed form at Central Office – 621 Gracey Ave.

If I turn in college transcripts, am I required to also turn in high school transcripts?

- No. That said, if you went to a trade or tech school and we cannot verify admission requirements, proof of high school may be requested.

Do I have to turn in OFFICIAL college transcripts, or can I turn in a copy?

Classified Application Process Frequently Asked Questions (CLS-G002)

- We can accept your unofficial transcript or a copy of your degree to move forward in the application process. Official college transcripts will only be requested if/when offered an Educational Assistant position or when applying for Teacher Residency.

I have applied for Education Assistant and I have college hours, but they are not in education. Does this disqualify me?

- No. You simply need a minimum of **48** semester hours (regardless of your area of study) **or** to pass the paraprofessional test to qualify for education assistant positions.

What is the paraprofessional test?

- An assessment for educational assistant applicants who do not have the college credit required to be considered for a para position. You must pass (456) in order to obtain Highly Qualified status. Visit www.ets.org/parapro for more information and email jacklyn.winegarden@cmc ss.net to reserve a seat.

Do I have to take the paraprofessional test if I have 48 or more college semester hours?

- No, but your transcripts/degree must be uploaded to your profile or turned into HR.

Can I still apply for a job that is posted but the closing date has passed?

- Yes. Jobs remain posted until filled. Closing dates are used as an internal data point for our internal transfer process.

How much is the pay?

- The hourly rate is posted within the body of job listing, as well as the bottom of the page.

What are the hours?

- If specified to HR by the position supervisor, the start/end time will be reflected in the job description along with grade (pay), HPD, and DPY. If hours are not listed, please discuss during interviews.

Do I have to turn in all of my required documents for my application before I get an opportunity to interview, or do I bring my documents to the interview?

- Yes, these are preliminary requirements. All required documents **MUST** be turned in to HR before your application is considered complete. Incomplete applications are not eligible to interview.

How will I know when my application is complete?

- You will receive an e-mail once your application has been processed by HR personnel. Approved applications are eligible for an interview; however, it is not a guarantee.

When will I get to interview with a principal?

- Once your application is complete, you will be considered along with all other applicants in the active pool. There really is no way to accurately predict when/if one will be called for an interview, but you are welcome to express your interest with the hiring supervisors.

How long are applications kept on file?

- Applications will be de-activated when the position has been filled OR after 1 calendar year from submission.

How do I keep my completed application active?

- Applying for the "Future Classified Positions" vacancy allows you to keep an active application when there are no current vacancies that interest you, but you will still need to apply to specific vacancies as they are posted

Do I need to re-apply each time I see a new opening?

- We have grouped our classified applications by job type, rather than individual location. If you have an approved app for that type of position, there is no need to reapply. If you see a new listing, please utilize your existing username and password to login and quickly submit the application; any existing application information will be stored, so it will not take long to apply.
- **You will not create a new account and fill out a new application each time you apply.** If you cannot login to your existing account, please contact jacklyn.winegarden@cmc ss.net or reach out to technical support at 1-877-974-7437.

I applied over a year ago. Do I need to create a new application?

- No. Please log back into your original account with the existing login credentials. You will be able to make any necessary adjustments, such as updated contact information, employment changes, additional references, etc.
- **If you've forgotten your login information, please contact HR.**

What if my phone number or address changes once I have completed my application?

- Please login to your online application and update it with your current information.