



Objective: To provide work instructions for the Principal/Hiring Manager to review applicants specific to their school/department and job posting.

<ol style="list-style-type: none"> <li>Log in to Teach in Alabama at: <a href="https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=00008512">https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=00008512</a></li> <li>Enter User Name and Password.</li> <li>Click on the "Login" button.</li> </ol>																					
<ol style="list-style-type: none"> <li>Click on the "Jobs" Tab at top of page.</li> <li>Click on "All Jobs".</li> </ol>																					
<ol style="list-style-type: none"> <li>You will see only the jobs in your department/school and those that are posted for various locations.</li> </ol>	<table border="1"> <thead> <tr> <th>JOB STATUS</th> <th>JOB TITLE</th> <th>JOB TYPE</th> <th>SYSTEM/SCHOOL</th> <th>POST</th> </tr> </thead> <tbody> <tr> <td>Pending Open Date</td> <td>SPECIAL EDUCATION PARAPROFESSIONAL - AUGUSTA EVANS</td> <td>Exceptional Education Support - Paraprofessional</td> <td>Augusta Evans School K-12</td> <td>05/16/</td> </tr> <tr> <td>Pending Open Date</td> <td>SPECIAL EDUCATION ONE-ON-ONE PARAPROFESSIONAL - AUGUSTA EVANS</td> <td>Exceptional Education Support - Paraprofessional</td> <td>Augusta Evans School K-12</td> <td>05/16/</td> </tr> <tr> <td>Open</td> <td>PRINCIPAL - BURNS MIDDLE SCHOOL</td> <td>Middle/Junior High School</td> <td>Burns Middle School</td> <td>04/21/</td> </tr> </tbody> </table>	JOB STATUS	JOB TITLE	JOB TYPE	SYSTEM/SCHOOL	POST	Pending Open Date	SPECIAL EDUCATION PARAPROFESSIONAL - AUGUSTA EVANS	Exceptional Education Support - Paraprofessional	Augusta Evans School K-12	05/16/	Pending Open Date	SPECIAL EDUCATION ONE-ON-ONE PARAPROFESSIONAL - AUGUSTA EVANS	Exceptional Education Support - Paraprofessional	Augusta Evans School K-12	05/16/	Open	PRINCIPAL - BURNS MIDDLE SCHOOL	Middle/Junior High School	Burns Middle School	04/21/
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<p>7. Click on "Applicants".</p> <p>You will see all applicants who have applied for the job.</p>	
<p>8. Click on "Preview" to see a snapshot of the application.</p>	
<p>9. Click on the applicant's NAME to see the full application.</p> <p>On the left you will see each section of the application so you can navigate quickly to a specific section of the application.</p>	
<p>For assistance screening postings, please contact <a href="mailto:certified@mcpss.com">certified@mcpss.com</a> or <a href="mailto:classified@mcpss.com">classified@mcpss.com</a></p>	