



1. Visit the following site to login to your application:
https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=WA003908

If you do not have an Application, click **“Create Account.”**



Mobile County

Applicant User Name

Password

Login

- or -

Create Account

[Having trouble logging in?](#)

2. Review the Applicant Types and determine which one best aligns with the position you wish to apply for.

You will be able to select more than one Applicant Type further down.

Applicant Type	Positions
Administrative	Includes principal, assistant principal, director, coordinator, program/department administrator and other related positions.
Certified	Includes teacher, counselor, librarian, nurse, diagnostician and other campus and district level professionals.
Classified	Includes Bus Driver, Bus Monitor, Custodian, Cafeteria Assistants, Clerical, Food Service, Paraprofessionals, Maintenance/Technical Workers, Teacher Assistants, and other such related positions.
Substitute/Volunteer	Includes all temporary, substitute, and volunteer positions.

3. Complete all fields, then click Save and Next.

* First Name (exactly as it appears on your Social Security card)

Middle Name (exactly as it appears on your Social Security card)

* Last Name (exactly as it appears on your Social Security card)

Suffix

* Social Security Number (no dashes) [\(Help\)](#)

* Email Address (ALL COMMUNICATION REGARDING POSITIONS YOU APPLY FOR WILL BE SENT VIA EMAIL. MAKE SURE YOUR EMAIL ADDRESS IS VALID) [\(Help\)](#)

* Confirm Email Address

* Applicant Type (You can select more than one applicant type)

Administrative
 Certified
 Classified
 Substitute/Volunteer

* Username [\(Help\)](#)

* Password (Passwords are case sensitive) Password Strength

* Confirm Password (Passwords are case sensitive)

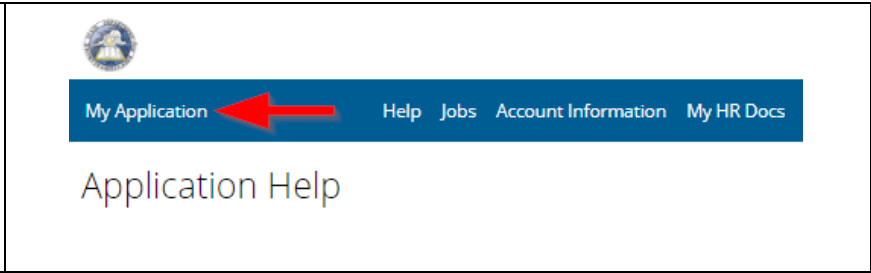
You must click the "Save and Next" button in order for your changes to be saved.



<p>4. Once you reach the Success page, click Login to move forward.</p>	<h3>Success</h3> <p>You have successfully created a user account. This account allows you to enter the application system at any time to submit your application information.</p> <p>By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.</p> <p>NOTE: If you are unable to complete the application, you will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.</p> <p>Login</p>
<p>5. Click “Accept” at the bottom of the Disclaimer page, if you accept the terms as provided.</p>	<h3>Disclaimer</h3> <p>By submitting this form, I certify that the information given in this application is true, accurate, and complete.</p> <p>I authorize the Mobile County Public School System (MCPSS) to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.</p> <p>I understand that false or misleading information given in my application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations as established by Mobile County Public School System and its Board of Education.</p> <p>By clicking the "Decline" link, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept the honesty disclaimer in order to make changes to your original record.</p> <p>Website Privacy, Copyright and Legal Information</p> <p>The Mobile County Public School System (MCPSS) maintains this website to facilitate the recruiting of new employees and current employees within MCPSS to new positions. This initiative is intended to provide a resource to the public and MCPSS current employees to facilitate dissemination of their credentials in connection with their interest in a new position within MCPSS.</p> <p>MCPSS's programs and services are offered without regard to race, color, religion, national origin, age, sex, or disability.</p> <p>Website Security</p> <p>For website security purposes and to ensure that this service remains available to all users, this computer system employs software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. These attempts to cause damage could be subject to legal action.</p> <p>Copyright</p> <p>Users may download material displayed on this site for non-commercial educational purposes only, provided all copyright and other proprietary notices contained on the materials are retained.</p> <p>Use of any published data or content on this web site is prohibited without the written consent of the Mobile County Public Schools.</p> <p>To ensure a smooth line of communication between MCPSS and you please verify your email address is valid. Most of the initial communication regarding your interest in a new position will be conducted via email, so it is critical that we have your accurate email address and that you check your email address frequently.</p> <p>IMPORTANT NOTE: Since we are a "corporate sender" of many emails per day, emails sent by users of the Mobile County Public Schools system are subject to additional spam scrutiny. Please make sure that emails from our District are not routed to your "spam" or "trash" folders."</p> <p>Accept Decline</p>

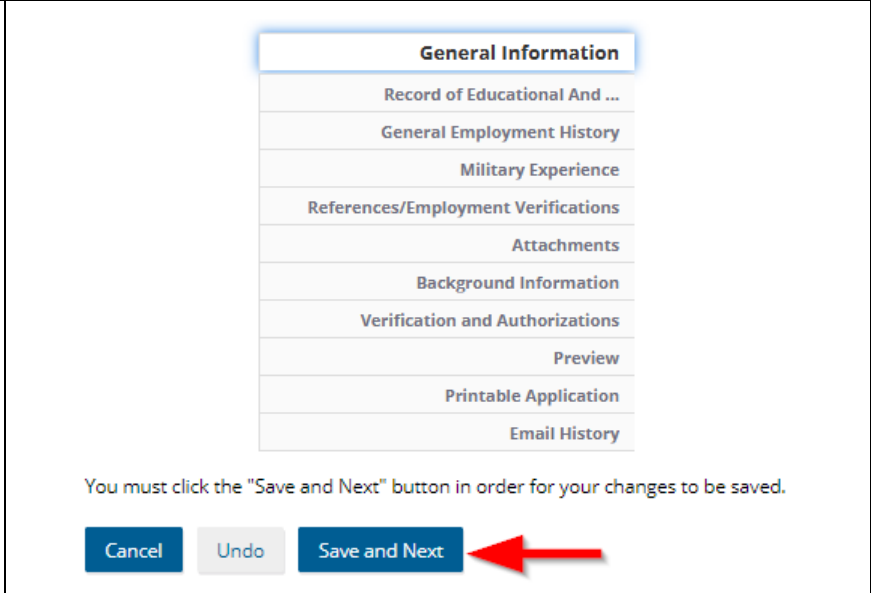


6. Click **“My Application”** from the Welcome screen (at the top-left corner in the blue bar).

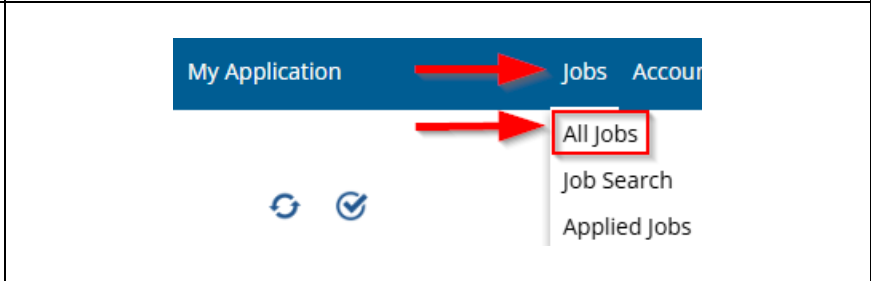


7. Fill out each item marked with a red asterisk (*) on each page of the Application Menu and click the blue **“Save and Next”** button at the bottom once you finish each page.

For existing applications, be sure to review and update all previously entered information prior to applying for a job.

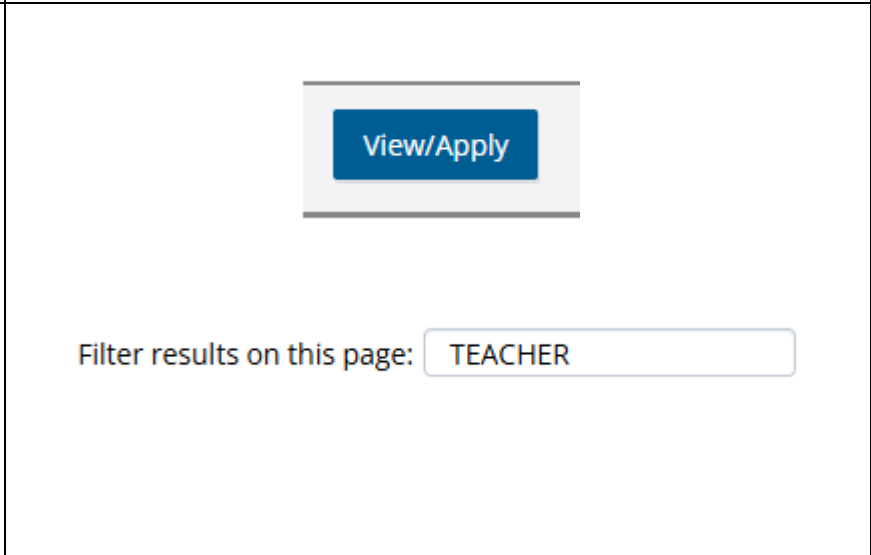


8. To view job postings, click **Jobs** at the top of the screen, then **All Jobs** from the drop down menu.





9. Find the position you wish to apply for, then click **View/Apply** next to it to open the job posting.

If you’re having trouble finding the job posting, you can click in the **“Filter results on this page”** box at the top-right of the job postings and start typing a keyword.





<p>10. Once you've reviewed the job posting and you're ready to continue, click Apply for this job.</p>	<p>You have not applied for this job.</p> <p></p>
<p>If you have any questions, or need any assistance, please contact us at (251) 221-4500 or via email at hr@mcpss.com.</p>	<p> Mobile County PUBLIC SCHOOLS</p>