

# GUIDE ON HOW TO APPLY FOR INTERNAL JOB POSTINGS



Office of Human Resources

# From the Chester Upland School District Website

[www.chesteruplandsd.org](http://www.chesteruplandsd.org)

Click on  
Employment

Select Language ▾ Search 🔍

**CHESTER UPLAND**  
SCHOOL DISTRICT

Home Schools ▾ Administration ▾ Parents & Students ▾ **Employment** District Calendar ▾

# FREE FULL-DAY PRE-K FOR 3 & 4 YEAR OLDS

Pre-Kindergarten Classes for the 2019-2020 school  
are **now enrolling** at your neighborhood elementary school!

→ ←

[Click here to visit the Pre-K website!](#)

Click on the job opportunities link

The screenshot shows the Chester Upland School District website. At the top, there is an orange header with a search bar and a language selection dropdown. Below the header is a black navigation bar with the district logo and the text "CHESTER UPLAND SCHOOL DISTRICT". The main content area is white and features a "Quick Links" sidebar on the left and a main content area on the right. The "Quick Links" sidebar includes links for Home, District News, District Events, 2018-2019 School Calendar, Superintendent's Message, Online Resources, Family & Community Resources, Student Code of Conduct, District Policies, Comprehensive Plan, Financial Recovery Plan, School Menu Website, Career and Technical Education, Forms & Links, Photo Galleries, School Improvement Plans, and Opportunity Scholarship Tax Credit Program. The main content area has a "Home" link and a "Schools" dropdown menu. The "Employment Opportunities" section is highlighted with a red circle and a red arrow pointing to it from the text above. The "Employment Opportunities" section includes a heading "Employment Opportunities", a sub-heading "CUSD has a brand new hiring page!", and a link to "https://cusdorg.tedk12.com/hire/index.aspx". Below this is a section for "Other Employment Opportunities" with two bullet points: "The City of Chester is seeking Crossing Guards" and "Substitute teachers are hired through this link for Substitute Services". The "Contact Us" section provides the address, telephone, and fax for the Office of Human Resources. The "Links" section includes a "General Links" sub-section with links to "Human Resources Main Page", "Background Checks information", "Benefits Information", and "Substitute Services".

Select Language  Search

**CHESTER UPLAND**  
SCHOOL DISTRICT

Home Schools Administration Parents & Students Employment District Calendar

**Quick Links**

- Home
- District News
- District Events
- 2018-2019 School Calendar
- Superintendent's Message
- Online Resources >>
- Family & Community Resources >
- Student Code of Conduct
- District Policies >>
- Comprehensive Plan
- Financial Recovery Plan
- School Menu Website
- Career and Technical Education >
- Forms & Links
- Photo Galleries
- School Improvement Plans
- Opportunity Scholarship Tax Credit Program

**Employment Opportunities**

**CUSD has a brand new hiring page!**

Our job opportunities are now posted at <https://cusdorg.tedk12.com/hire/index.aspx>

**Other Employment Opportunities**

- The City of Chester is seeking **Crossing Guards**
- Substitute teachers are hired through [this link for Substitute Services](#)

**Contact Us:**

Chester Upland School District  
Office of Human Resources  
232 W. 9th St., 1st Floor  
Chester, PA 19013  
Telephone: 610-447-3600  
Fax: 610-447-3625

*Chester Upland School District is an equal opportunity employer*

**Links**


**General Links**

- [Human Resources Main Page](#)
- [Background Checks information](#)
- [Benefits Information](#)
- [Substitute Services](#)

Click Internal



Username  Password  Sign In [Home](#) | [Internal](#) | [Admin](#) | [Help](#)



[Job Listings](#) [Help](#)

### Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. If you are an existing employee and would like to see internal postings, click the Internal link in the upper right. Please be sure and remember your username and password for use on future applications. You may update your application or add additional documents at any time.

### Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

### Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
<a href="#">School Nurse</a>	04/10/2019	Certified	District Wide	<a href="#">Apply</a>
<a href="#">Purchasing Coordinator</a>	04/09/2019	District Administrative	Business Office	<a href="#">Apply</a>
<a href="#">Guidance Counselor</a>	04/09/2019	Certified	District Wide	<a href="#">Apply</a>
<a href="#">School Social Worker (K-12)</a>	04/09/2019	Certified	District Wide	<a href="#">Apply</a>
<a href="#">Assistant Principal</a>	04/04/2019	District Administrative	District Wide	<a href="#">Apply</a>

Username

Password

Sign In

[Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



If you have previously registered enter username and password and click sign in

Job Listings

Help

This page is for current employees only.

### New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[I am not an employee.](#)

**Click here, if you have not already registered  
You will be prompted to enter your work email  
address and set up a user name and password**

### Non-Employees

If you are not currently eligible for status as an internal or transfer account, please [return to job listings page.](#)

### I already have an Internal Account

Login at the top of the page and [return to job listings page.](#) Once Logged in you will be able to view internal job postings.


232 W. 9th Street  
610-447-3636  
610-447-3625  
[Employment@chesteruplandsd.org](mailto:Employment@chesteruplandsd.org)

[Help](#)

Powered by [TalentEd Hire](#)  
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Click Job Listings, this will all you to view and apply for internal positons

Welcome Kinya (Not Kinya?) | [Account Settings](#) | [Sign Out](#) [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



[Job Listings](#) | [Profile](#) | [Application Status](#) | [Interviews](#) | [References](#) | [Documents](#) | [Help](#) [Sign Out](#)

**Welcome Kinya** (If you are not Kinya Jones, click here)

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. If you are an existing employee and would like to see internal postings, click the Internal link in the upper right. Please be sure and remember your username and password for use on future applications. You may update your application or add additional documents at any time.

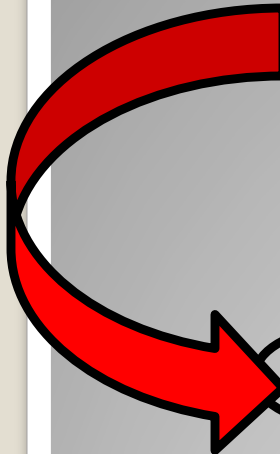
**Menu**

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<a href="#">Guidance Counselor</a>	04/09/2019	Certified	District Wide	<a href="#">Apply</a>
<a href="#">School Social Worker (K-12)</a>	04/09/2019	Certified	District Wide	<a href="#">Apply</a>
<a href="#">Assistant Program Director - 2019 Chester High School Summer Academy Credit Recovery Program</a>	04/05/2019	Summer	Chester High School	<a href="#">Apply</a>





### Assistant Program Director - 2019 Chester High School Summer Academy Credit Recovery Program

*Job Description*

**THE POSITION BEING OFFERED IS FOR CURRENT CHESTER UPLAND SCHOOL DISTRICT EMPLOYEES ONLY.**

The Summer Academy Credit Recovery Program is designed to help students at risk of failing a course, not graduating with their class, or not advancing to the next grade level.

**Summer Academy Credit Recovery Program will operate from June 24th - July 25th**

**Staff Hours: 8am-1:30pm**

**Staff Days: Monday - Thursday**

**Staff Orientation: June 18th - June 19th**

**Staff Closeout Date: July 26th, AM - Enter grades and prepare report cards**

**PM - Exit Interviews**

**Ideal Candidate:**

Acts as a liaison with students, families, school support teams and other non-school related entities to ensure a school climate that is conducive to learning and that provides students with a safe and secure environment.

**Required:**

Current Climate Manager with the Chester Upland School District

*Primary Location*                      **Chester High School**  
*Salary Range*                         **\$40.00 - \$40.00 / Per Hour**

### Apply Now

[Apply for this Position](#)

Internal applications will be accepted  
Friday, April 5, 2019 12:00 AM -  
Thursday, June 13, 2019 11:59 PM  
(Eastern Standard Time)

[Print Job Posting](#)

[Download Job Posting](#)

[Save](#)

### Tell a Friend

Do you know someone who should apply for this job? Send this job posting to him or her! We'll send an email and include the job details and a link to this posting.

Recipient's Name

Click here to apply for position