

# Talent Ed - Keller ISD

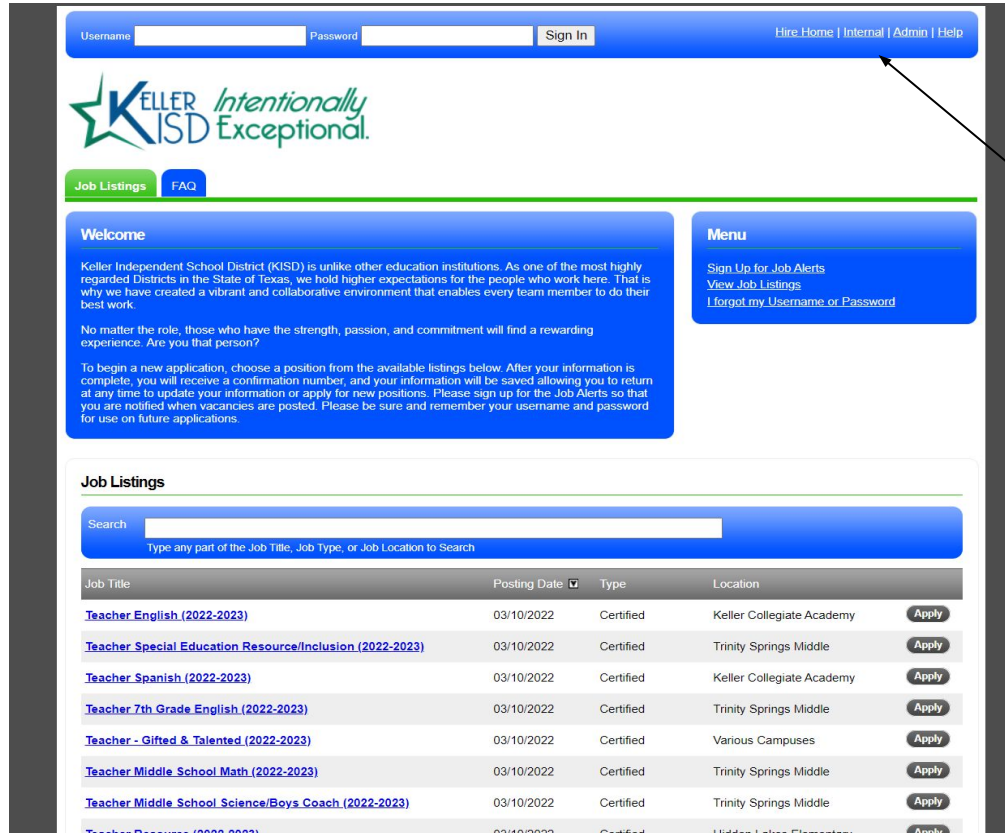
Applying as an Internal Candidate



# Internal Candidates

- Open the Keller ISD Homepage
- Select Career Opportunities
- Select “Search Jobs & Apply”

# Select "Internal"



The screenshot shows the Keller ISD job application portal. At the top, there is a blue navigation bar with a search bar for Username and Password, a Sign In button, and links for Hire Home, Internal, Admin, and Help. Below the navigation bar is the Keller ISD logo with the tagline 'Intentionally Exceptional.' and buttons for Job Listings and FAQ. The main content area is divided into two blue boxes: 'Welcome' and 'Menu'. The 'Welcome' box contains text about Keller ISD and instructions for applying. The 'Menu' box contains links for Sign Up for Job Alerts, View Job Listings, and I forgot my Username or Password. Below these boxes is a 'Job Listings' section with a search bar and a table of job openings. The table has columns for Job Title, Posting Date, Type, Location, and an Apply button. The job titles listed are Teacher English, Teacher Special Education Resource/Inclusion, Teacher Spanish, Teacher 7th Grade English, Teacher - Gifted & Talented, Teacher Middle School Math, Teacher Middle School Science/Boys Coach, and Teacher Resource.

Username  Password  Sign In Hire Home | Internal | Admin | Help

**KELLER ISD** Intentionally Exceptional.

Job Listings FAQ

### Welcome

Keller Independent School District (KISD) is unlike other education institutions. As one of the most highly regarded Districts in the State of Texas, we hold higher expectations for the people who work here. That is why we have created a vibrant and collaborative environment that enables every team member to do their best work.

No matter the role, those who have the strength, passion, and commitment will find a rewarding experience. Are you that person?

To begin a new application, choose a position 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 update your information or apply for new positions. Please sign up for the Job Alerts so that you are notified when vacancies are posted. Please be sure and remember your username and password for use on future applications.

### 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	Apply
<a href="#">Teacher English (2022-2023)</a>	03/10/2022	Certified	Keller Collegiate Academy	Apply
<a href="#">Teacher Special Education Resource/Inclusion (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Spanish (2022-2023)</a>	03/10/2022	Certified	Keller Collegiate Academy	Apply
<a href="#">Teacher 7th Grade English (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher - Gifted &amp; Talented (2022-2023)</a>	03/10/2022	Certified	Various Campuses	Apply
<a href="#">Teacher Middle School Math (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Middle School Science/Boys Coach (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Resource (2022-2023)</a>	03/10/2022	Certified	Hidden Lakes Elementary	Apply

# Select “Yes, I am an employee.”

Job Listings

FAQ

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.](#)

## 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.

## Non-Employees

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

# Type “yes” in the box and select “Continue”

Job Listings

FAQ

**This page is for current employees only.**

## **I am a current employee of Keller Independent School District**

Please confirm that you are a current employee by typing "yes" below.

## **I am not a current employee of Keller Independent School District**

If you are not a current employee, please [Browse our Available Jobs](#) and fill out a new application for a currently posted position.

Cancel

Continue

# Complete the Profile Information. Select “Save”

[Job Listings](#) [FAQ](#)

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## Profile Information

Fields marked with an asterisk (\*) are required.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Security Question *	<input type="text" value="Select a question"/>
Security Answer *	<input type="text"/>

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

# To apply for a position, click “Apply”.

The screenshot shows a user interface for a job application portal. At the top, there is a navigation bar with tabs: Job Listings, Profile, Application Status, Interviews, References, Documents, Job Offers, and FAQ. A 'Sign Out' link is also present. Below the navigation bar, there is a welcome message for 'Angie' with a link to click here if not the user. To the right is a 'Menu' section with links for Sign Up for Job Alerts, View Job Listings, and I forgot my Username or Password. Below this is a 'Job Listings' section with a search bar and a table of job openings. Each row in the table includes the job title, posting date, type, location, and an 'Apply' button.

Job Title	Posting Date	Type	Location	Apply
<a href="#">Librarian (2022-2023)</a>	03/10/2022	Certified	Timber Creek High	Apply
<a href="#">Teacher English (2022-2023)</a>	03/10/2022	Certified	Keller Collegiate Academy	Apply
<a href="#">Teacher Special Education Resource/Inclusion (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Spanish (2022-2023)</a>	03/10/2022	Certified	Keller Collegiate Academy	Apply
<a href="#">Teacher 7th Grade English (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher - Gifted &amp; Talented (2022-2023)</a>	03/10/2022	Certified	Various Campuses	Apply
<a href="#">Teacher Middle School Math (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Middle School Science/Boys Coach (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Resource (2022-2023)</a>	03/10/2022	Certified	Hidden Lakes Elementary	Apply
<a href="#">Teacher Kindergarten</a>	03/10/2022	Certified	Hidden Lakes Elementary	Apply
<a href="#">Teacher 1st Grade (2022-2023)</a>	03/10/2022	Certified	Freedom Elementary	Apply
<a href="#">Teacher 8th Grade ELA (2022-2023)</a>	03/10/2022	Certified	Trinity Springs Middle	Apply
<a href="#">Teacher Resource/Inclusion (2022-2023)</a>	03/10/2022	Certified	Keller-Harvel Elementary	Apply

Use the tabs at the top to view your application status, profile, etc.

You can sign up for job alerts.

# Once you click Apply, you can review the job description summary. Then select “Apply for this Position” if interested.

## Librarian (2022-2023)

### Job Description

#### SUMMARY:

Provides services and resources that develop students' literature appreciation and a love of reading, as well as helping students to develop skills in locating, evaluating, synthesizing, and using technology and information to solve problems. Serves as a resource on District approved digital resources. Advises teachers and administrators on the use of authentic technology, online resources, digital content, and print- and non-print- based library media resources. Manages the Library Learning Commons' instructional material resources and technology resources. Collaborates with faculty to assist with researching, lesson planning, integration of authentic technology and ordering materials that align with district curriculum.

#### BASIC DUTIES AND RESPONSIBILITIES:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model KISD core organizational beliefs and values; communicate openly and effectively within and across teams; and manage resources to effectively support District goals.

## Apply Now

[Apply for this Position](#)

Applications will be accepted beginning  
**Thursday, March 10, 2022 12:00 AM**  
(Central Standard Time)

 [Print Job Posting](#)

 [Download Job Posting](#)

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 Save

## Tell a Friend

Do you know someone who should apply for



# Additional Information

- The opportunity to upload a resume and/or other documents is next.
- A resume may be required for some positions. Uploading a resume for hiring officials to review is strongly encouraged for all applicants.
- Follow the same process to apply for other positions. The Personal Information section will pre-populate after the initial application is completed.
- The internal application may vary slightly depending on the specific position.
- Not all posted positions will have an internal application.