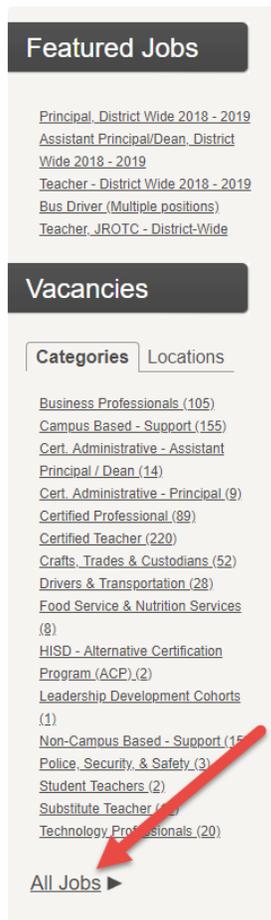


Searching for Jobs on the Online Application Page

Houston ISD's jobs and online application can be found at www.applitrack.com/houstonisd/onlineapp. Once on that page, there are several options for finding a vacancy you're looking for.

Searching for a Vacancy by Job ID

In cases where you have been provided with a specific Job ID to search for, the easiest way to search is to go to "All Jobs" on the left side of the Online Application Page, or click the category or location for the job you're searching for. Once you have the list of jobs pulled up, you can use your internet browser's search functionality to search for the specific Job ID, which will then highlight that specific Job ID. Although settings vary by computer and internet browser, most internet browsers use shortcut "Ctrl + F" on Windows devices, and "Command + F" on Apple devices.



Featured Jobs

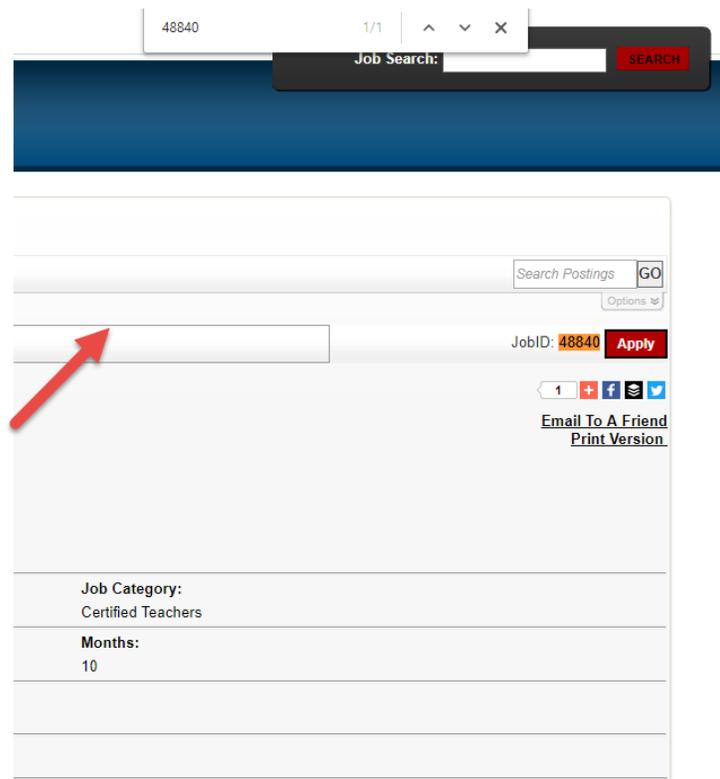
- [Principal - District Wide 2018 - 2019](#)
- [Assistant Principal/Dean - District Wide 2018 - 2019](#)
- [Teacher - District Wide 2018 - 2019](#)
- [Bus Driver \(Multiple positions\)](#)
- [Teacher - JROTC - District-Wide](#)

Vacancies

Categories Locations

- [Business Professionals \(105\)](#)
- [Campus Based - Support \(155\)](#)
- [Cert. Administrative - Assistant Principal / Dean \(14\)](#)
- [Cert. Administrative - Principal \(9\)](#)
- [Certified Professional \(89\)](#)
- [Certified Teacher \(220\)](#)
- [Crafts, Trades & Custodians \(52\)](#)
- [Drivers & Transportation \(28\)](#)
- [Food Service & Nutrition Services \(8\)](#)
- [HISD - Alternative Certification Program \(ACP\) \(2\)](#)
- [Leadership Development Cohorts \(1\)](#)
- [Non-Campus Based - Support \(15\)](#)
- [Police, Security, & Safety \(3\)](#)
- [Student Teachers \(2\)](#)
- [Substitute Teacher \(1\)](#)
- [Technology Professionals \(20\)](#)

All Jobs ▶



48840 1/1 ^ v x

Job Search: SEARCH

Search Postings GO

Options ▾

JobID: 48840 Apply

1 + f e t

[Email To A Friend](#)
[Print Version](#)

Job Category:
Certified Teachers

Months:
10



Featured Jobs

[Principal, District Wide 2018 - 2019](#)
[Assistant Principal/Dean, District Wide 2018 - 2019](#)
[Teacher - District Wide 2018 - 2019](#)
[Bus Driver \(Multiple positions\)](#)
[Teacher, JROTC - District-Wide](#)

Vacancies

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[Substitute Teacher \(10\)](#)
[Technology Professionals \(20\)](#)

[All Jobs](#) ▶

Navigating by Category

By default, vacancies will be broken down by job category on the left side of the page. If you know the type of job you're looking for, this could be a good place to start. Simply click on the name of the Job Category, such as "Certified Teacher," and it will take you to a list of current vacancies in that category.

Featured Jobs

[Principal, District Wide 2018 - 2019](#)
[Assistant Principal/Dean, District Wide 2018 - 2019](#)
[Teacher - District Wide 2018 - 2019](#)
[Bus Driver \(Multiple positions\)](#)
[Teacher, JROTC - District-Wide](#)

Vacancies

Categories Locations

Search by Zip Code:

[Click for School Location Map](#)

[Organization Wide \(1\)](#)
[Accounts Payable \(1\)](#)
[Administrative Services \(2\)](#)
[Advanced Academics \(2\)](#)
[Alternative Certification Prog. \(3\)](#)
[Arabic Immersion Magnet School \(2\)](#)
[Ashford Elementary School \(1\)](#)
[Athletics - Barnett Stadium \(2\)](#)
[Athletics - Butler Stadium \(5\)](#)
[Attucks Middle School \(2\)](#)
[Austin High School \(2\)](#)
[Barnett Motor Pool \(8\)](#)
[Barnett Motor Pool Bus Repair \(6\)](#)
[Barrick Elementary \(3\)](#)
[Bastian Elementary \(2\)](#)
[Baylor College of Medicine at Ryan \(8\)](#)
[Bell Elementary School \(1\)](#)
[Bellaire High School \(1\)](#)
[Bellfort ECC \(1\)](#)
[Benavidez Elementary School \(2\)](#)
[Benbrook Elementary School \(4\)](#)

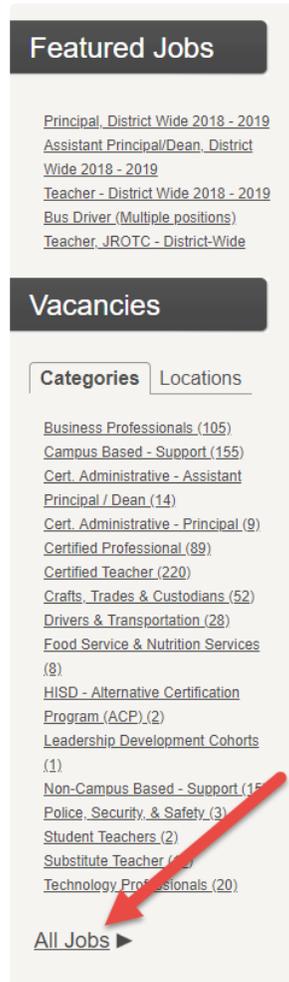
Navigating by Location

You also have the option to search for jobs by location. This is helpful if you know the specific department or school you are searching for. Simply click on the name of the location, and it will take you to a list of current vacancies at that location.



Searching by “All Jobs”

If you would like to look through all open vacancies, or access additional search options, click on “All Jobs” at the bottom left of the screen.



Featured Jobs

- [Principal, District Wide 2018 - 2019](#)
- [Assistant Principal/Dean, District Wide 2018 - 2019](#)
- [Teacher - District Wide 2018 - 2019](#)
- [Bus Driver \(Multiple positions\)](#)
- [Teacher, JROTC - District-Wide](#)

Vacancies

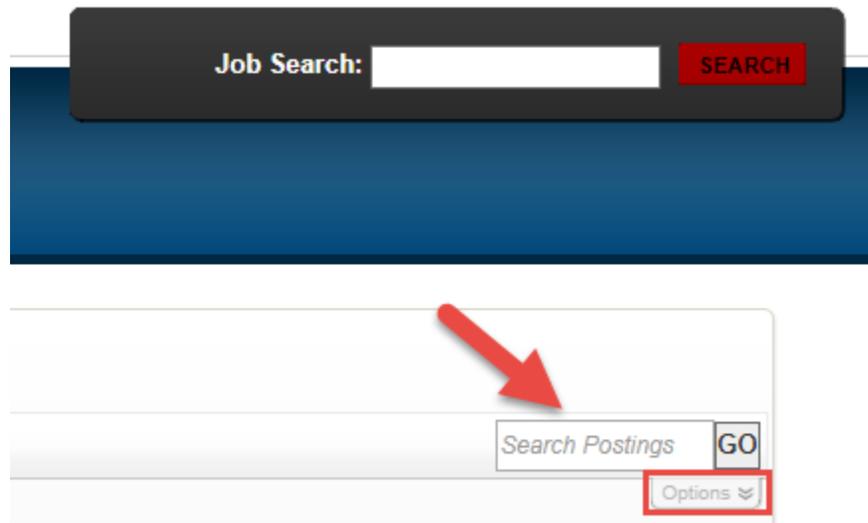
Categories **Locations**

- [Business Professionals \(105\)](#)
- [Campus Based - Support \(155\)](#)
- [Cert. Administrative - Assistant Principal / Dean \(14\)](#)
- [Cert. Administrative - Principal \(9\)](#)
- [Certified Professional \(89\)](#)
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- [Food Service & Nutrition Services \(8\)](#)
- [HISD - Alternative Certification Program \(ACP\) \(2\)](#)
- [Leadership Development Cohorts \(1\)](#)
- [Non-Campus Based - Support \(15\)](#)
- [Police, Security, & Safety \(3\)](#)
- [Student Teachers \(2\)](#)
- [Substitute Teacher \(1\)](#)
- [Technology Professionals \(20\)](#)

[All Jobs ▶](#)

Using the Advanced Search

Once there, you have the option to search for key words, or you can click “Options” to reveal advanced search options:



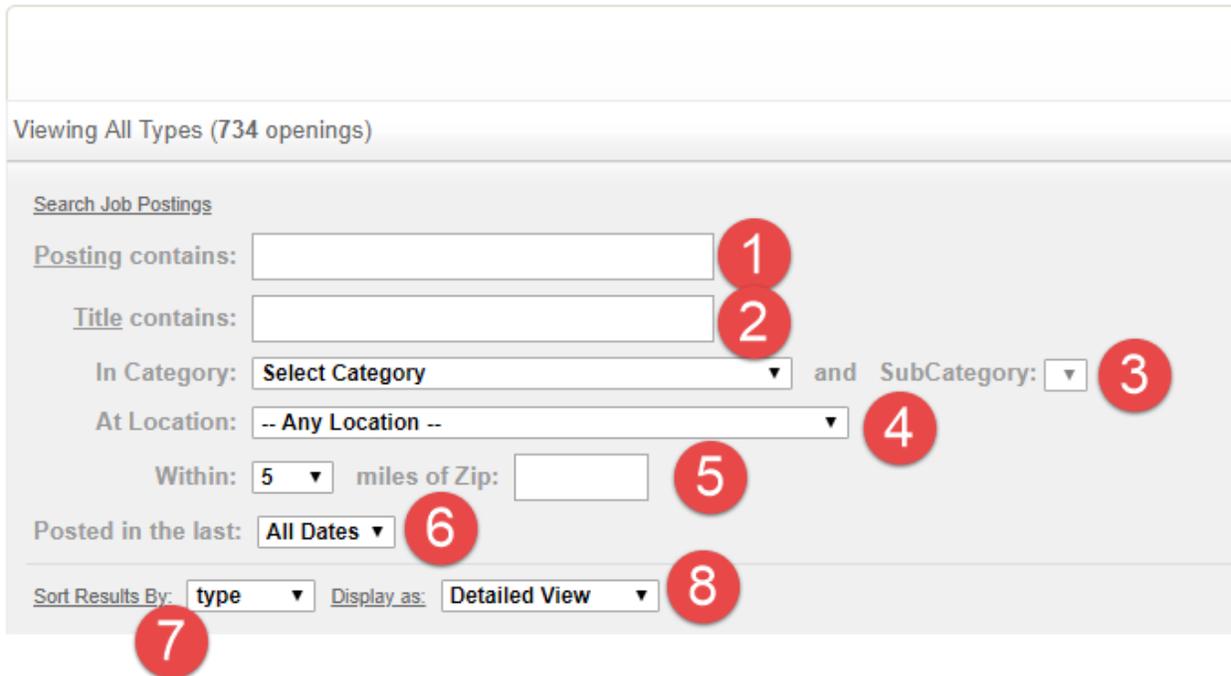
Job Search: **SEARCH**

Search Postings **GO**

Options ▼



Here are the search options you will be presented with in the Advanced Search section:



Viewing All Types (734 openings)

Search Job Postings

Posting contains: 1

Title contains: 2

In Category: and SubCategory: 3

At Location: 4

Within: miles of Zip: 5

Posted in the last: 6

Sort Results By: 7 Display as: 8

1. Searches for key words in the job posting *description*. This is helpful when you're searching for specific word(s) within the posting.
2. Searches for key words in the job posting *title*. This is helpful for searching for specific word(s) in the title of the job posting, such as "pathologist."
3. Allows you to search by job category, and sub category. This is helpful when you know what type (category) of job posting you are looking for.
4. Allows you to search for job postings at a specific location within the district.
5. Allows you to search for job postings within a specific radius (in miles) of a specific zip code.
6. Allows you to search for job postings posted within a certain date range.
7. Allows you to choose how to sort the search results. You can sort by:
 - a. **Type (Category)**
 - b. **Title**
 - c. **Location**
 - d. **Newest**
 - e. **Oldest**
8. Allows you to choose how much detail to show for each job posting once the search completes. You can choose either the Detailed View or Condensed View.

