

West Deptford School District Directions for Internal Job Postings

Step 1: Open any web browser and visit <https://wdeptford.tedk12.com/hire/index.aspx>. The external “Job Listings” page will be displayed. This page shows only those positions that are open to both internal and external candidates.

The screenshot shows the West Deptford School District Job Listings page. At the top, there is a navigation bar with a search bar, a language dropdown set to English, and links for Hire Home, Internal, Admin, and Help. Below the navigation bar is the West Deptford School District logo. The main content area is divided into two columns: a Welcome message and a Menu. The Welcome message provides instructions on how to apply for a job. The Menu contains links for Sign Up for Job Alerts, View Job Listings, and I forgot my Username or Password. Below the Welcome and Menu sections is the Job Listings section, which includes a search bar and a table of job listings.

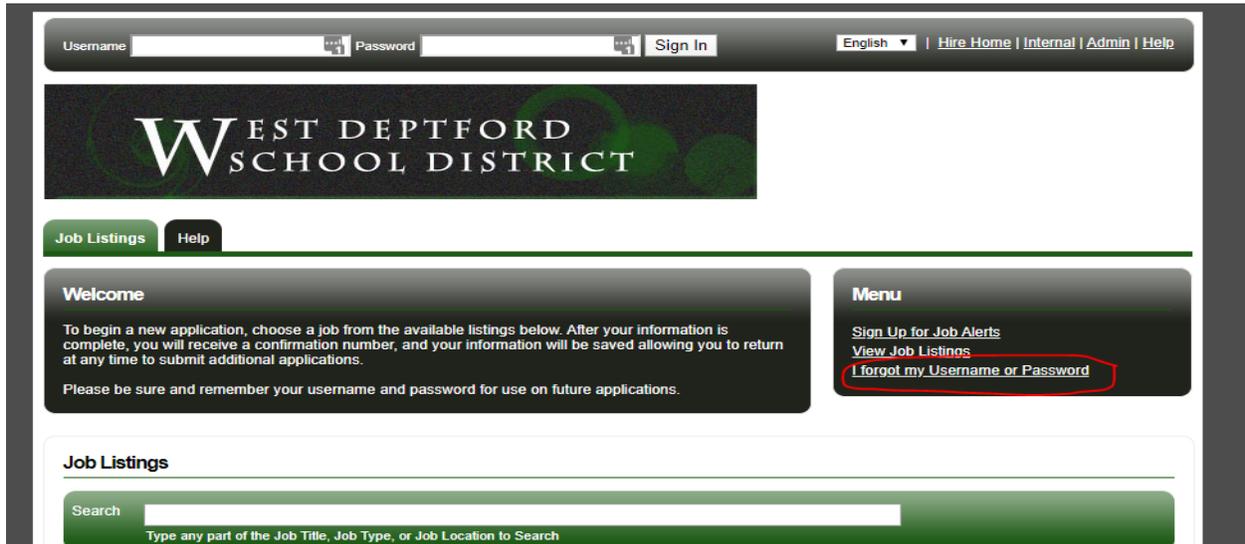
Job Title	Posting Date	Type	Location	
Director of Facility Management	04/14/2020	District Administrative	Central Office	Apply
Substitute Bus Driver	11/01/2019	Transportation	District Transportation Department	Apply
Substitute School Bus Aide	11/01/2019	Transportation	Central Office	Apply
Substitute Non-Instructional Aide	10/25/2019	Classified	Central Office	Apply
Substitute Custodian	10/25/2019	Maintenance	District Facilities Department	Apply
Part-time Lunch/Playground/Cafeteria (LPC) Aides	10/25/2019	Classified	Central Office	Apply

Step 2: If you already know your username and password go ahead and sign in and then please skip down to “Step 8.”

This screenshot is identical to the one above, but with red circles highlighting specific elements. One red circle is drawn around the Username and Password input fields and the Sign In button in the top navigation bar. Another red circle is drawn around the link “I forgot my Username or Password” in the Menu section.

West Deptford School District Directions for Internal Job Postings

Step 3: If you know you have an account, but you are not sure of your username or password click on the link *"I forgot my Username or Password;"* otherwise continue to **"Step 4."**



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

WEST DEPTFORD SCHOOL DISTRICT

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.

Please be sure and remember your username and password for use on future applications.

Menu

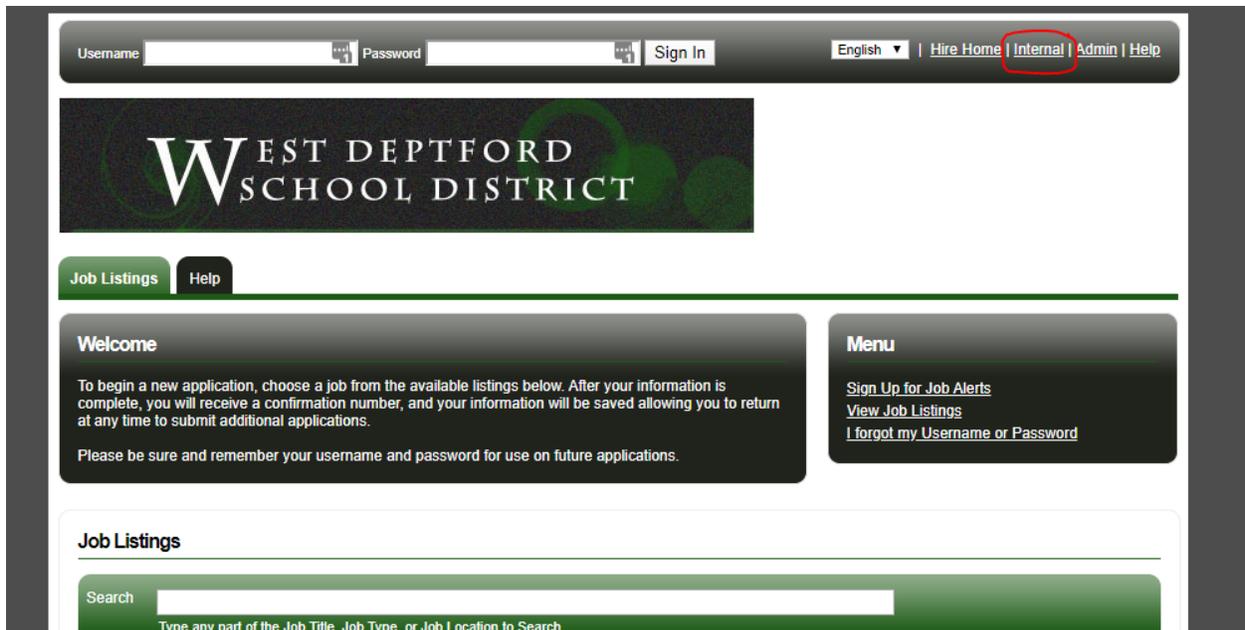
- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

Job Listings

Search

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

Step 4: If you do not already have an account, click on the *"Internal"* link in the upper right-hand corner of the page.



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

WEST DEPTFORD SCHOOL DISTRICT

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.

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

West Deptford School District Directions for Internal Job Postings

Step 5: Click on the “Yes, I am an Employee” button.

The screenshot shows the West Deptford School District website. At the top, there is a navigation bar with "Job Listings" and "Help" buttons. Below this is a green banner that reads "This page is for current employees only." The main content area is divided into two columns. The left column has a section titled "New Internal Applicants" with instructions on how to create an account or log in. A red circle highlights a button labeled "Yes, I am an employee." Below it is a link "I am not an employee." The right column has a section titled "Non-Employees" with instructions for those not currently eligible. At the bottom left, contact information for the school district is provided. At the bottom right, there is a "Help" link and copyright information.

WEST DEPTFORD
SCHOOL DISTRICT

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.](#)

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](#).

675 Grove Road
West Deptford, NJ
Phone - (856) 848-4300
Fax - (856) 845-5743

[Help](#)

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Step 6: Type the word “YES” in the confirmation box and click continue.

The screenshot shows the same West Deptford School District website, but at a different stage. The green banner still reads "This page is for current employees only." The left column has a section titled "I am a current employee of West Deptford School District" with instructions to confirm employment by typing "yes". A red circle highlights a text input field. Below the input field are "Cancel" and "Continue" buttons. The right column has a section titled "I am not a current employee of West Deptford School District" with instructions for non-current employees. At the bottom left, contact information for the school district is provided. At the bottom right, there is a "Help" link and copyright information.

WEST DEPTFORD
SCHOOL DISTRICT

Job Listings Help

This page is for current employees only.

I am a current employee of West Deptford School District

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

I am not a current employee of West Deptford 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.

675 Grove Road
West Deptford, NJ
Phone - (856) 848-4300
Fax - (856) 845-5743

[Help](#)

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West Deptford School District Directions for Internal Job Postings

Step 7: Fill out the information to create your account and click save. We suggest using your email address as your username. Please remember your password as you will need it in the future to apply for internal positions.

Job Listings
Help

Profile Information

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Username *

Password *

Confirm Password *

Email

Confirm Email

Security Question *

Security Answer *

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.

675 Grove Road
West Deptford, NJ
Phone - (856) 848-4300
Fax - (856) 845-5743

[Help](#)
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Step 8: You are now signed into your internal employee account and you will be able to see all internal postings on the “Job Listings” page.

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

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

Welcome John (If you are not John Test, 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.

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

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

Job Title	Posting Date <input type="checkbox"/>	Type	Location	
Extended School Year Teacher	04/27/2020	Summer	Child Study Team	<input type="button" value="Apply"/>
Extended School Year Teacher - Instructional Assistant	04/27/2020	Summer	Child Study Team	<input type="button" value="Apply"/>
Extended School Year Teacher - Preschool (Teacher and Instructional Assistant)	04/27/2020	Summer	Child Study Team	<input type="button" value="Apply"/>
Extended School Year Teacher - Related Services	04/27/2020	Summer	Child Study Team	<input type="button" value="Apply"/>
Extended School Year Teacher - Nurse	04/27/2020	Summer	Child Study Team	<input type="button" value="Apply"/>
Director of Facility Management	04/14/2020	District Administrative	Central Office	<input type="button" value="Apply"/>
Substitute Bus Driver	11/01/2019	Transportation	District Transportation Department	<input type="button" value="Apply"/>
Substitute School Bus Aide	11/01/2019	Transportation	Central Office	<input type="button" value="Apply"/>