

**Join Our Team**

**\$12000**

**HIRING  
BONUS!**

**APPLYMYEXCHANGE.COM**

**I want to hear from you!**

**Monica Robinson - Recruiting Manager  
Colorado Springs Consolidated Exchange  
robinsonmr@aafes.com**

**719-576-6543/9029**

scan ✓  
apply ✓  
done! ✓



**EXCHANGE**

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apply ✓  
done! ✓



**EXCHANGE**

# Join Our Family

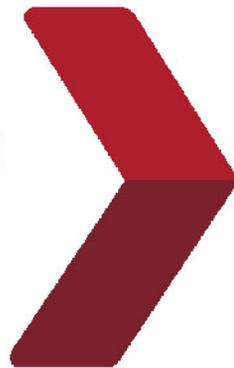
## The Exchange IS HIRING!

APPLY AT [APPLYMYEXCHANGE.COM](http://APPLYMYEXCHANGE.COM)



— or —

scan  
here



For more information contact:  
Monica Robinson - Recruiting Manager  
719-576-6543/9029  
[robinsonmr@aafes.com](mailto:robinsonmr@aafes.com)



# At the Colorado Department of Human Services **We are the people who help people**

We believe in a **people-first approach**. We believe **balance** creates quality of life. We hold ourselves **accountable**. We believe that **transparency** matters. We are **ethical**. And we believe that **collaboration** helps us rise together.

## Is helping people important to you? Then join us!



### **How to search for open positions with CDHS**

- Visit the State of Colorado Job Board at [www.governmentjobs.com/careers/colorado](http://www.governmentjobs.com/careers/colorado)
- Filter by department and select “Department of Human Services”
- Search positions by keyword, filter by location, etc.

### **Helpful tips for your submitting your application**

- Please read the entire job announcement and complete the entire application.
- Make sure you meet the minimum qualifications and conditions of employment.
- Review the preferred qualifications. Include any experience that is relevant to the minimum and preferred qualifications. Do not type “see resume” in place of answering these questions.
- Answer the supplemental questions thoroughly.
- Attach any required documents.
- Be sure to submit your application before the closing date.

### **Our talent acquisition specialists are here to help**

Got questions about the application process? Email our team at [cdhs\\_careers@state.co.us](mailto:cdhs_careers@state.co.us). You're also invited to join us from 1 to 1:30 p.m. the third Friday of every month to learn when positions you're interested in are posted and speak with one of our talent acquisition specialists. Call 605.472.5608 and use access code 480194#.



Learn more on our website: [cdhs.colorado.gov/careers](http://cdhs.colorado.gov/careers)

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of diverse backgrounds and abilities.

# Join Our Team

✓ **Open Position:** Registration and Housing Manager for large domestic and international conventions and expositions. Independent Contractor, estimated ~30-40 hours/week, remote work with travel.

✓ **Company Description:** CompleteREG is a registration company specializing in custom-designed online convention registration and housing systems, management and support services both prior to the event and onsite.

✓ **Job Requirements:**

- Experience in the meetings and events industry
- Experience using Microsoft programs, including Excel, Word, and PowerPoint
- Ability to travel both domestically and internationally for onsite support at conventions and expositions

✓ **Pay:** Based on experience

✓ **Apply:** Email [Info@CompleteREG.com](mailto:Info@CompleteREG.com) with a copy of your resume/cover letter



[www.CompleteREG.com](http://www.CompleteREG.com) 

[www.facebook.com/CompleteREG](https://www.facebook.com/CompleteREG) 

[www.linkedin.com/company/CompleteREG](https://www.linkedin.com/company/CompleteREG) 

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## CompleteREG

More than registration software

Woman-owned business founded in 2006

## Customer Service Manager- myOnsite Healthcare



**Requisition number:** CSM1

**Location:** Remote

**Position type:** Full-time, Contract

### **Job description:**

We are looking for an experienced Customer Service Manager to provide excellent customer service and to promote this idea throughout the organization. The goal is to keep the department running in an efficient and profitable manner, to increase customer satisfaction, loyalty and retention and to meet their expectations. Candidate should have Healthcare/Lab/Phlebotomy background.

### **Responsibilities:**

- Improve customer service experience, create engaged customers and facilitate organic growth
- Take ownership of customer's issues and follow problems through to resolution
- Set a clear mission and deploy strategies focused towards that mission
- Develop service procedures, policies and standards
- Keep accurate records and document customer service actions and discussions
- Analyze statistics and compile accurate reports
- Recruit, mentor and develop customer service agents and nurture an environment where they can excel through encouragement and empowerment
- Keep ahead of industry's developments and apply best practices to areas of improvement
- Control resources and utilize assets to achieve qualitative and quantitative targets
- Adhere to and manage the approved budget
- Maintain an orderly workflow according to priorities

### **Skills:**

- Proven working experience as a customer service manager, retail manager or assistant manager
- Experience in providing customer service support
- Excellent knowledge of management methods and techniques
- Proficiency in English
- Working knowledge of customer service software, databases and tools
- Awareness of industry's latest technology trends and applications
- Ability to think strategically and to lead
- Strong client-facing and communication skills
- Advanced troubleshooting and multi-tasking skills
- Customer service orientation

To apply, please send your resume and cover letter to: [hруса@myonsitehealthcare.com](mailto:hруса@myonsitehealthcare.com)



## **POSITION ANNOUNCEMENT**

**I. POSITION TITLE/STATUS:**

Dependency & Neglect (D&N) Volunteer Coordinator  
Full-Time, 40 hrs./wk., non-exempt

**II. REPORTING RELATIONSHIP:**

Reports to D&N Program Manager

**III. SUMMARY DESCRIPTION OF POSITION:**

Actively support the D&N Program with all aspects of volunteer management to include screening, onboarding, training, recognition, retention, and data management. Plan and coordinate the initial D&N volunteer core training series as well as the in-service training sessions to assist volunteers in meeting continuing education requirements.

**IV. QUALIFICATIONS:**

- A. High school graduate required
- B. Experience working with volunteers or similar experience required
- C. Knowledge of human services and/or court system operations helpful
- D. Computer skills to include Microsoft Office, spreadsheets, email, and database entry
- E. Must be available for flexible day/evening/weekend work hours
- F. Reliable transportation required

**V. COMPETENCIES:**

- A. Strong interpersonal and customer service skills
- B. Strong written and verbal communication skills
- C. Ability to remain organized and prioritize tasks
- D. Ability to remain flexible and multi-task
- E. Ability to problem solve
- F. Ability to work independently and as part of a team
- G. Ability to maintain a high level of confidentiality
- H. Compassion and passion for CASA's mission
- I. Experience working in inclusive and diverse environments

**STARTING SALARY RANGE: \$32,007 – 40,047 Annual**

**DEADLINE:** Email your resume & cover letter by Noon, November 17, 2021 to: Deb Cline, Facilities and HR Manager, at [debrac@casappr.org](mailto:debrac@casappr.org). **EOE/Drug Free Workplace**



## Fabricator/Welder

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5825 Mark Dabling Blvd. Suite 100 - Colorado Springs, CO 80920 – (719) 484 - 8750

Jaxon Engineering is looking for experienced Fabricator/Welders to join our team in Colorado Springs.

*Jaxon is the leading full-service provider of High-altitude Electromagnetic Pulse (HEMP) services worldwide, delivering world-class engineering, testing, construction and sustainment services. The offers an outstanding benefits package, competitive pay, bonuses and a culture that is unmatched.*

Successful candidates must be able to maintain a **50%+ travel schedule**. He or she must also be self-motivated, a hard worker, and curious to learn all facets of the job.

**Salary:** \$21-27.00 per hour

**Benefits** (all effective 1<sup>st</sup> day of work; no waiting period):

- Excellent medical, dental and vision insurance
- Life insurance at 2.5 times annual base salary provided
- Short & Long Term Disability insurance provided
- PTO and paid holidays
- 401(k) match (up to 4% of salary; no vesting period)
- Annual bonus eligibility

### Primary Duties

- Read and interpret blue-prints and build within required tolerances
- General construction activities & manual labor that includes heavy lifting, grinding, painting the finished product & use of various power tools
- MIG welding, specifically able to perform AWS D1.1, AWS D1.3, AWS D9.1 qualified welds

### Job Requirements

- 2-5 years job experience in welding and fabrication
- Able to maintain a 50%+ travel schedule
- Self-motivated and well organized with demonstrated problem-solving ability
- Excellent communication skills
- Able to work independently, investigate and troubleshoot issues
- Good math skills, especially algebra, skilled at reading blueprints and recognizing and understanding a wide variety of welding techniques
- Able to use grinders, chop saws, drills, plasma cutters and both scissor-lift & variable-reach forklifts
- Able to bend over, kneel and crouch for long periods of time
- Able to lift at least 50 lbs

You can apply for this position online at:

<https://recruiting.paylocity.com/recruiting/jobs/Details/788236/Jaxon-Engineering-and-Maintenance/FabricatorWelder>



Looking for a **GREAT** opportunity?

**FIRSTSOURCE** is **HIRING IMMEDIATELY** for **ACCOUNT REPRESENTATIVES** in Colorado Springs! If you are interested in *customer service*, this may be the job for *you!*

We are seeking individuals who can service calls/accounts, professionally respond to inquiries, and create a positive experience for the customer. This position offers growth opportunity in a global company, office experience, and development of your customer service skills with one of the top banks in the country!

We offer to our employees:

- \$15-\$16/hr starting rate
- Medical, dental, vision and 401k benefits
- Paid full time training
- Monday – Friday schedule 11am to 8pm
- Referral bonus

#### **Minimum Qualifications**

- High school diploma or GED required.
- At least 6 months customer service or sales experience, with a strong track record of customer engagement and satisfaction.
- Consistent, stable work history
- Basic computer skills, strong typing skills.
- Strong communication and problem-solving skills.
- Diligent and self-motivated
- Positive and professional attitude, high work standards, dependability
- Able to handle confidential information

#### **Are you interested?**

Please apply online at <https://www.firstsource.com/careers/> or send your resume to [Jannie.Drawyer@sourcepointmortgage.com](mailto:Jannie.Drawyer@sourcepointmortgage.com)

# FIRST COMMAND IS HIRING

## 4 out of 5 of our Advisors are veterans or military spouses

First Command Financial Services is committed to helping military families get their financial lives squared away. As we continue to expand our advisor force, we are seeking leaders who have internal drive, entrepreneurial mindsets and a desire for professional growth.

### What our Advisors do:

- Directly engage with the military community by partnering with local military organizations, military units, and other affiliates that support the military community
- Coach military families on how to build a holistic financial plan including aspects of:
  - Savings
  - Investments
  - Insurance

### What we offer:

- A specialized onboarding and training program designed for veterans, transitioning service members and military spouses to build and grow a successful financial planning practice
- Tools and support to guide you through the licensing process
- Opportunities for professional development
- The ability to be in control of your career trajectory and to be compensated based on your work and the results you achieve
- Portable career opportunities throughout the United States and overseas

### Desired Qualifications:

- Military experience or association
- Bachelor's degree
- Proven leadership skills

First Command Financial Services has been helping military families pursue their goals and dreams through coaching and guidance since 1958. To learn more about our mission and vision, visit [www.firstcommand.com](http://www.firstcommand.com).

**Call us today at 877.601.5783 or visit  
[www.firstcommand.com/careers](http://www.firstcommand.com/careers)**





## **Hudson Management Services is Seeking an Account Assistant**

**Minimize your risk for Covid-19 by working remotely for Hudson Management Services from your home office.**

### **Account Assistant-NO Covid-19 Risk**

Hudson Management Services is looking for talented self driven individuals to join our family of **Work At Home Outbound Call Reps**. You will be making dials from our client's database to secure qualified appointments for their sales rep.

Applicants should have the ability to identify customer's needs, overcome objections and offer solutions while remaining calm and confident and producing results. If this describes you, apply today.

Hudson Management Services has been working with companies nationwide for over 25 years, designing successful prospecting programs that generate solid appointments, leading to sales for the teams with which we "Partner for Success." You will be supporting a sales team by cultivating and setting qualified leads.

**The applicant must complete the qualification questionnaire below before being considered for an interview. Please copy/paste it into a browser. <https://goo.gl/forms/XzVCYMF892ghnbqj1>**

Please email resumes to: [hmsresumes@hudsonmanagementservices.net](mailto:hmsresumes@hudsonmanagementservices.net)

**Hudson Management Services is a results-based company.**

#### **Responsibilities:**

- Professional telephone etiquette and techniques to secure qualified appointments for your client sales team
- Learn and use new computer software programs
- Meet daily company & personal goals
- Place outbound calls and uncover potential leads by performing a needs assessment to identify pains and concerns with the prospect
- Ensure the computer/laptop has Windows 8 or higher (no Chromebook or MAC), 2 monitors, high-speed internet, landline telephone or cell phone, headset, and webcam that are in working order

**Job Requirements:**

- Excellent communication skills: written, verbal, and listening
- Typing speed of at least 35+ WPM
- Self-motivated and detail-oriented
- Confident and capable of working independently
- Coachable and competitive spirit
- Able to set and reach personal goals
- Call center experience a plus

**Benefits and Perks**

- Part Time Hours - 20+ hours/week Monday thru Thursday (During typical business hours of 8 am-4 pm)
- Monthly bonuses when goals are exceeded
- Save Time & Money
  - No commute equals less fuel expense and more time in your day
  - Professional work attire for the work week not necessary
  - Less wear and tear on your vehicle along with lengthier time between routine maintenance
- Happiness
  - It is proven that remote employees are happier with their jobs since they avoid the everyday stress of commute, office distractions, and juggling work with personal life
  - It is proven remote employees take less sick days
  - Fewer distractions of office environment
  - Work in the comfort of your own home
  - Feel very productive each day as you are self-sufficient and in charge of your success



The Travelers Companies, Inc. (NYSE: TRV) is a leading provider of property casualty insurance for auto, home and business. The company's diverse business lines offer its global customers a wide range of coverage sold primarily through independent agents and brokers. A component of the Dow Jones Industrial Average, Travelers has approximately 30,000 employees and operations in the United States and selected international markets. The company generated revenues of approximately \$32 billion in 2019.

Please click the link below to apply for the **Customer Service Representative** position:

**Customer Service Representative**

R-12502

Targeted Start Date: Dec. 13

Hours: 9 a.m. to 6 p.m. ET

[https://travelers.wd5.myworkdayjobs.com/en-US/External/job/NY---Glens-Falls/Customer-Service-Representative\\_R-12502?&source=S0877](https://travelers.wd5.myworkdayjobs.com/en-US/External/job/NY---Glens-Falls/Customer-Service-Representative_R-12502?&source=S0877)

*\*The posting will indicate return to office – For Military Spouses they can be remote and the job is portable when PCS occurs.*

Please click the link below to apply for the **Customer Care Associate** position:

**Customer Care Associate**

R-12702

Targeted Start Date: Jan. 10

Hours: 10 a.m. to 7 p.m. ET for training

Following training, you will assume your assigned work schedule. We are offering 1st and 2nd shifts. The first shift options range from 8:00 a.m. – 5:00 p.m. ET through 11:00 a.m. – 8:00 p.m. ET. We are also offering 2nd shift which is 1:00 p.m. – 10:00 p.m. ET. All shifts will include 1 weekend day. Shift to be confirmed at the time of offer.

[https://travelers.wd5.myworkdayjobs.com/en-US/External/job/KY---Louisville/Customer-Care-Associate---Work-From-Home-Opportunity\\_R-12702-1?&source=S0877](https://travelers.wd5.myworkdayjobs.com/en-US/External/job/KY---Louisville/Customer-Care-Associate---Work-From-Home-Opportunity_R-12702-1?&source=S0877)



Join  
Team TRE!



# We're looking for YOU!

[www.tre.org/careers](http://www.tre.org/careers)

The people we serve come from all walks of life and backgrounds. YOU can make a difference in their lives and meet the growing needs in our community!

## Here's what you can expect when you join Team TRE:



Competitive salaries to attract, and keep, top-quality talent.



Valuable benefits start after 30 days; Medical premiums paid up to 90%, Dental, Life, Pet insurance and more; 401k eligibility and employer match after 90 days.



Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



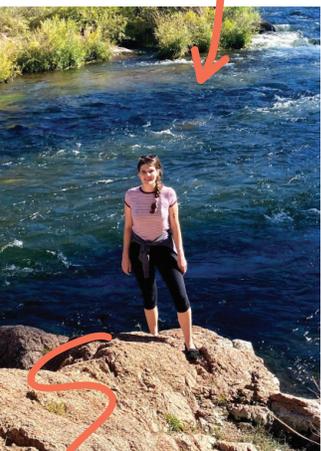
### Job openings:

\*Service Coordinator-\$18.71-\$19.38/hr

\*Bilingual Service Coordinator-\$19.19-\$19.86/hr

\*Intake Coordinator-\$18.71-\$19.38/hr

\*Quality Improvement Coordinator-\$18.00-\$18.20/hr



If you are looking for a rewarding career and have a heart for people, please visit [www.tre.org/careers](http://www.tre.org/careers) and apply today!



Get to know us on  
TRE Instagram!



Scan QR Code to visit  
our Careers Page!

*Empowering People. Strengthening Families. Building Inclusive Communities.*



## TRE-The Resource Exchange

### Non-Profit Organization

#### **Intake Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41675&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Front Desk Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41938&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Early Childhood Mental Health Regional Consultant**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42083&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **PAR Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41956&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Enrollment Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40624&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Credentialing, Authorization, and Billing Specialist**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39878&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Multi-Region Service Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39702&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094>

#### **Early Intervention, Occupational Therapist**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39082&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Early Childhood Mental Health Consultant**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39073&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Navigation & Quality PAR-Flex**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38465&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Case Management Service Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=28943&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>



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Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



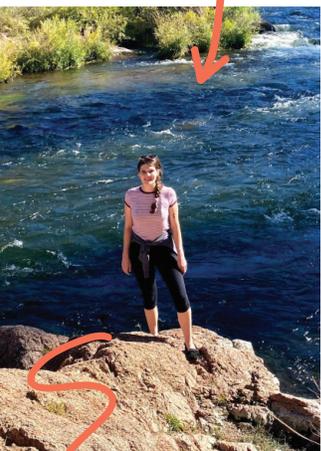
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Get to know us on  
TRE Instagram!



Scan QR Code to visit  
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*Empowering People. Strengthening Families. Building Inclusive Communities.*



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#### **PAR Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41956&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Enrollment Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40624&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Credentialing, Authorization, and Billing Specialist**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39878&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Multi-Region Service Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39702&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094>

#### **Early Intervention, Occupational Therapist**

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#### **Early Childhood Mental Health Consultant**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39073&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Navigation & Quality PAR-Flex**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38465&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### **Case Management Service Coordinator**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=28943&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

# United States Department of State

## Opportunities for service members and veterans

**Foreign Service Specialists:** <https://careers.state.gov/work/foreign-service/specialist/>. These specialized positions are somewhat akin to warrant officers and include positions in IT, engineering (construction and security), and business administration, among others. We do have a fellowship available for IT students, which provides support for two years of undergraduate or graduate study followed by a five year service commitment: <https://www.faitfellowship.org/>. Not all of these positions are open at all times, but interested individuals can register to receive updates.

**Foreign Service Generalists:** <https://careers.state.gov/work/foreign-service/officer/>. This career path is divided into five career tracks. The **consular** career track deals with issues such as crisis response, citizen services, visas. FSOs in the **economic** career track report on economic trends, support U.S. businesses, follow trade issues, and may be responsible for environmental and STEM diplomacy. The **management** career track manages the embassy or consulate's people, resources, and systems, including the motor pool and housing. FSOs in the **political** career track analyze and report on internal/external political relations, human rights, democracy, security, and socio-political trends. The **public diplomacy** career track is responsible for press relations, social media, education and cultural affairs, public outreach, and exchanges. For those thinking of graduate school, the Rangel and Pickering Fellowships also offer support for two years of graduate study: <https://rangelprogram.org> and <https://pickeringfellowship.org/>, followed by a five year service commitment.

**Civil Service:** <https://careers.state.gov/work/civil-service/>. Most of these positions are in the Washington DC area. Those interested can apply for positions on USAJobs.gov.

Information on veterans' preferences and benefits can be found at <https://careers.state.gov/learn/diversity-inclusion/veterans-program-office/>.

### For additional information:

Jason Vorderstrasse  
Diplomat in Residence – Southern CA, HI, NV, AS, GU, and MP  
U.S. Department of State  
Bureau of Global Talent Management | Talent Acquisition  
[DIRSouthernCalifornia@state.gov](mailto:DIRSouthernCalifornia@state.gov)



[Criminal Intelligence Analyst](#)

Closes: 11/09/21

[Optometrist](#)

Closes: 11/10/21

[Custodial Worker](#)

Closes: 11/11/21

[Lead Health Technician](#)

Closes: 11/12/21

[Store Worker](#)

Closes: 11/15/21

[Social Worker](#)

Closes: 11/15/21

[Food Service Worker](#)

Closes: 11/16/21

[Health Technician](#)

Closes: 11/17/21

[Dental Assistant](#)

Closes: 11/17/21

[CYS Assistant Director](#)

Closes: 11/17/21

[Recreation Aid](#)

Closes: 11/17/21

[Occupational Therapy Assistant](#)

Closes: 11/18/21

[Child & Youth Program Assistant](#)

Closes: 11/22/21

[Clinical Psychologist](#)

Closes: 11/22/21

[Laborer](#) (Special Events)

Closes: 11/23/21

[Recreation Assistant](#)

Closes: 12/02/21

**\*\*Click on the job title to access the announcement\*\***

**Additional Fort Carson/Colorado Springs area positions:**

[USAJOBS Ft. Carson](#)



**APPLY TODAY**

## LOOKING FOR AN EXCITING CAREER IN COLORADO?

*Believe in Widefield School District 3*

### APPLICATIONS ACCEPTED THROUGHOUT THE YEAR

We hire 200+ licensed and non-licensed positions yearly and encourage applications at any time. Licensed positions typically begin employment in January and August, and non-licensed positions become available monthly throughout the school year. We also accept applications for both licensed and non-licensed substitutes in all areas at any time.

Available licensed and non-licensed positions in our District are not typically posted online. **If you are interested in employment, please submit an online application at any time.** Administrative level positions and details on how to apply will be posted on our website when available.

**APPLY TODAY**

*If you have questions or need further information, please contact our office at (719) 391-3015 or [humanresources@wsd3.org](mailto:humanresources@wsd3.org) for assistance.*



**wsd3.org**

1802 Main Street  
Colorado Springs, CO 80911

719-391-3000

# WSD3 - Application Process

You will need to complete an external application within our **AppliTrack** system. In order to prepare for the application, you will need the following:

- Your up-to-date transcripts: if applicable
  - Three references
  - An introduction letter

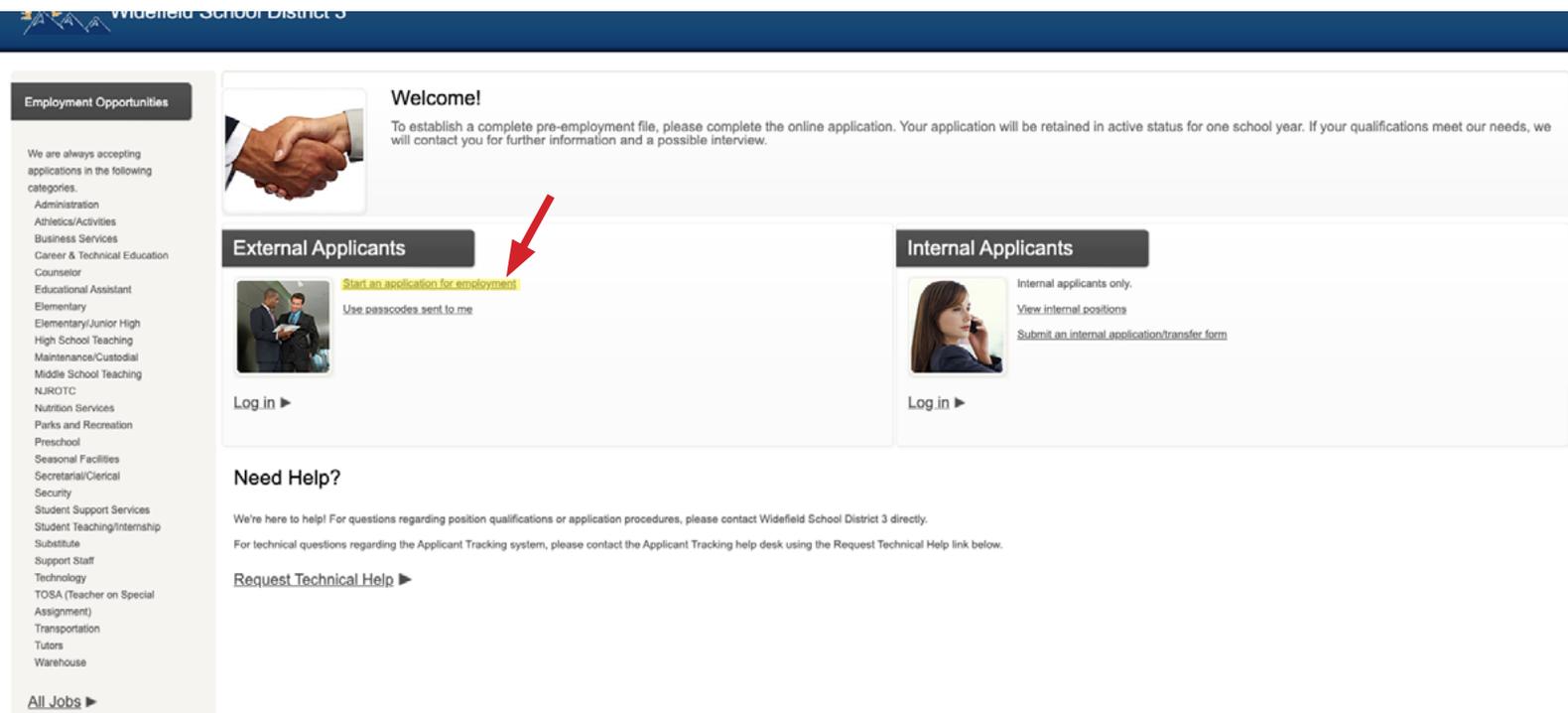
Once the application is submitted and reviewed, the candidate will receive a call to schedule an interview, if one has not already been conducted.

**Below are detailed instructions to begin your application in the AppliTrack system.**

Follow link to application home page.

<https://www.applitrack.com/wsd3/onlineapp/default.aspx>

Once on the site click on the **"Start an application for employment"** under the External Applications



The screenshot shows the AppliTrack website interface. On the left is a sidebar menu titled "Employment Opportunities" with a list of job categories including Administration, Athletics/Activities, Business Services, Career & Technical Education, Counselor, Educational Assistant, Elementary, Elementary/Junior High, High School Teaching, Maintenance/Custodial, Middle School Teaching, NJROTC, Nutrition Services, Parks and Recreation, Preschool, Seasonal Facilities, Secretarial/Clerical, Security, Student Support Services, Student Teaching/Internship, Substitute, Support Staff, Technology, TOSA (Teacher on Special Assignment), Transportation, Tutors, and Warehouse. At the bottom of the sidebar is "All Jobs ▶".

The main content area has a "Welcome!" message with a handshake icon and text: "To establish a complete pre-employment file, please complete the online application. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview." Below this are two main sections: "External Applicants" and "Internal Applicants".

The "External Applicants" section features a "Start an application for employment" link highlighted in yellow, with a red arrow pointing to it. Below this link is the text "Use passcodes sent to me" and a "Log in ▶" button. The "Internal Applicants" section includes a "Log in ▶" button and links for "View internal positions" and "Submit an internal application/transfer form".

At the bottom of the main content area is a "Need Help?" section with the text: "We're here to help! For questions regarding position qualifications or application procedures, please contact Widefield School District 3 directly. For technical questions regarding the Applicant Tracking system, please contact the Applicant Tracking help desk using the Request Technical Help link below." Below this is a "Request Technical Help ▶" link.

On the pop-up screen read the **“Welcome, New Applicant!”** section then click on **“Start”** along the right side of the screen.

...suggest contacting the district and reviewing the current guidelines as presented by [the CDC](#). If you require technical assistance with applying, [our learning center and support team is available](#).



**START**  
begin the process



**LOGIN**  
to existing account



**IMPORT**  
from another account

## Welcome, New Applicant!

Please start your application with Widefield School District 3.

**READ**

### Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Widefield School District 3.

This software or document includes material copied from or derived from [Date Picker Dialog Example](#)  
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From here you will begin the application process.  
Do not forget to submit application when complete.

Please do not hesitate to call Human Resources with any questions. 719-391-3015.

## Welcome to Widefield!



**JOB TITLE:** Educational Assistant for Special Education

**SALARY:** According to appropriate compensation table

**TERMS OF EMPLOYMENT:** Nine-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-certified staff

**REPORTS TO:** Principal  
Assistant Principal

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. High School Diploma or Equivalent
2. Transcripts for post-secondary course work if applicable

**Experience:** None

**Certificates/Licenses:**

1. Cardio Pulmonary Resuscitation (CPR), Crisis Prevention Institute (CPI), and First Aid training preferred
2. Valid driver's license required for center-based SPED programs
3. Successfully complete Widefield School District 3 Small Vehicle Permit class (center-based SPED)

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Works effectively and appropriately with special needs children
11. Completes CPR, First Aid, and CPI training as required by Widefield School District for SPED programs
12. Safely operates a District van, and maintains a safe driving record

13. Successfully completes District van training on an annual basis
14. Attends staffings and/or meetings regarding students as requested
15. Travels between sites to provide special education services as assigned/required for program needs

**JOB SKILLS:**

1. Demonstrates basic computer and clerical skills
2. Demonstrates ability to work closely with students as a positive role model
3. Demonstrates ability to work without close supervision
4. Demonstrates the ability to remain calm and in control under stressful situations
5. Demonstrates ability to be flexible with changing schedules and duties

**ESSENTIAL FUNCTIONS:**

1. Carries out lesson plans under the direct guidance or supervision of the special education or general education teacher(s) in the resource room, center-based program, or regular classroom as assigned
2. Works closely with appropriate school or District personnel to integrate students into regular educational settings as appropriate
3. Assists the special education or general education teacher(s) with academics, affective, and/or life skills instruction at school sites and/or within the community
4. Works cooperatively with individuals to support life skills, academic, behavioral, or emotional goals as determined by a student's Individualized Education Plan (IEP)
5. Assists special needs students with personal and health needs, including but not limited to: feeding, changing clothes, diapering, personal hygiene, escorting, lifting, and manipulating equipment as required
6. Oversees the safety and well-being of students in the absence of certified staff
7. Assists the teacher in managing the classroom to help create an environment conducive to health, safety, and learning
8. Assists in the organization, preparation, and care of equipment and materials for instruction
9. Assists with non-instructional duties such as lunchroom, playground, and restroom as assigned
10. Assists students during field trips, library class, computer lab, assemblies, time-out, and/or other extensions of the classroom
11. Provides support to student(s) to practice socially appropriate behaviors including, but not limited to: conflict resolution, problem solving skills, and/or pro-social skills as assigned
12. Informs designated building personnel of student issues or concerns such as discipline, child abuse, medication, academics, parent contacts, etc. as required
13. Assists in maintaining special education student records as required by Individual Education Plans (IEPs)
14. Performs necessary clerical duties, including but not limited to: filing, copying, inventory, data entry, and record keeping as assigned by the special education teacher
15. Demonstrates the ability to communicate effectively, get along with co-workers, and deal with colleagues in a professional manner
16. Demonstrates a positive attitude toward change
17. Performs such other tasks as may, from time to time, be assigned

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is frequently required to exert average or above average physical effort in the Center Based Special Education programs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.



**JOB TITLE:** Elementary/Junior High School Office Attendance Secretary

**SALARY:** According to placement on current compensation table

**TERMS OF EMPLOYMENT:** 185 days per year (elementary)  
198 days per year (Jr. High School)

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-licensed staff

**REPORTS TO:** Principal

**JOB QUALIFICATIONS:**

**Education:**

1. High school diploma or equivalent

**Experience:**

1. Office experience preferred
2. Experience in using personal computers and related software

**Certificates/Licenses:**

1. Valid driver's license

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Continual compliance with regulations, rules or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education and Colorado State Law
10. Develops and maintains professional working relations with other District employees

**JOB SKILLS and ABILITIES:**

1. Demonstrates proficient office skills including, but not limited to, appropriate phone protocol, verbal and written communication, computer skills, use of various office equipment, and filing
2. Demonstrates ability to organize and maintain accurate office files and records 3. Ability to correctly word process a variety of material from rough drafts or corrected copies
4. Demonstrates professionalism when communicating with students, parents, and

**ESSENTIAL FUNCTIONS:**

1. Maintains accurate student records as required by Widefield School District 3
2. Assists with inputting and accessing student data as assigned by the principal
3. Assists with student registration as assigned
4. Trained to dispense and record student medication as delegated by the principal, District nurse, or designee
5. Assists with office data and software systems as assigned
6. Answers the phone and delivers phone messages in a professional and timely manner
7. Assists with counting, tracking, and recording cash, checks, and bank deposits
8. Assists in record keeping of print orders, repair orders, inventories, and purchase orders as assigned
9. Supervises students as requested or assigned
10. Operates office machines efficiently including, but not limited to, computers, calculators, fax machines, and copiers
11. Assists with coordination of special school events such as assemblies, fundraisers, and meetings as assigned
12. Assists with preparing and posting notices as assigned
13. Prepares, copies, organizes, and sorts paperwork from the District print shop as assigned
14. Assists principal or assistant principal with clerical needs as assigned
15. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
16. Demonstrates a positive attitude towards change
17. Performs such other tasks as may, from time to time, be assigned

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift up to 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/ar

Revision date: 3/21, 11/18, 3/15, 9/06, 5/06, 10/02, 11/96, 8/95, 3/93,3/89

Intranet: 3/21, 11/18, 3/15, 9/07





**JOB TITLE:** Custodian

**SALARY:** According to placement on current compensation table

**TERMS OF EMPLOYMENT:** Twelve-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-licensed staff

**REPORTS TO:** Head Custodian or Maintenance Supervisor (high schools)  
Principal  
Operations Manager-Facilities  
Assistant Operations Manager-Facilities

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. High school diploma or equivalent

**Experience:**

1. Prefer some custodial experience

**Certificates/Licenses:**

1. Colorado Driver's License preferred

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Demonstrates knowledge of and follows appropriate District Custodial Procedures and Standards Manual
8. Meets deadlines
9. Demonstrates confidentiality as related to job
10. Develops and maintains professional working relations with other District employees
11. Coordinates vacation periods and absences with the head custodian or appropriate building supervisor, administrator, and Operations Manager of Facilities
12. Available to work flexible hours including weekends and/or holidays as determined by head custodian, building administrator, Operations Manager of Facilities, and Assistant Operations Manager of Facilities

13. Will attend and complete District custodial ongoing training program as assigned by the Operations Manager of Facilities
14. Maintains positive and supportive working relationships with staff, students, and general public
15. Continual compliance with regulations, rules or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education and Colorado State Law

### **JOB SKILLS and ABILITIES:**

1. Demonstrates the ability to perform regularly scheduled tasks and respond to emergencies
2. Demonstrates the ability to understand and follow oral instructions, as well as read and follow written instructions including product information
3. Demonstrates working knowledge of all custodial equipment and machines 4. Demonstrates knowledge of District approved methods, materials (including chemicals), and equipment used in cleaning and maintaining various types of building surfaces and furniture
5. Knowledge of safety related to cleaning methods, practices, and equipment; and knowledge of common hazards to safety found in and around buildings

### **ESSENTIAL FUNCTIONS:**

1. Performs general custodial duties in safe and proper manner both inside and outside in all weather conditions as determined by the principal, head custodian, Operations Manager of Facilities, Assistant Operations Manager of Facilities, or Maintenance Lead (high schools) with minimal supervision
2. Follows a written schedule for keeping all assigned areas clean, orderly, and secure by following the Custodial Procedures and Standards Manual as assigned 3. Assumes responsibility for building security including fire extinguishers and alarms in the absence of the head custodian
4. Moves, adjusts, and cleans furniture and equipment, and moves boxes and supplies
5. Sweeps, vacuums, dusts, scrubs, buffs, mops, disinfects, strips, and seals various types of floor coverings using assigned equipment properly
6. Empties and cleans all waste receptacles, and empties collection cans into receptacles as scheduled
7. Performs set-up and take-downs for building activities and events as assigned
8. Washes windows and walls, cleans toilets, sinks, and drinking fountains as scheduled
9. Performs general custodial duties including, but not limited to, properly cleaning up human waste, painting, washing, scrubbing, extraction, floor stripping, and finishing
10. Performs needed repairs and proactive maintenance on various equipment, furniture, doors, univents, etc.
11. Checks mechanical equipment daily and reports needed repairs to head custodian and/or Facilities
12. Checks, repairs, and reports all interior and exterior lighting needs
13. Keeps sidewalks and adjacent areas clean of debris, weeds, snow, and ice using assigned equipment properly
14. Understands and implements maintenance requirements related to facility and grounds
15. Monitors building sweepers as assigned
16. Monitors building cleanliness at all times
17. Maintains District standards of building cleanliness at all times

18. Demonstrates a positive attitude towards change
19. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
20. Performs such other tasks as may, from time to time, be assigned

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is frequently exposed to high, precarious places and vibration. The employee is frequently exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate to loud. The employee occasionally must work in dark, tight, confined places.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/ar  
Revision date: 10/20, 10/18, 10/16, 4/15, 5/08, 2/01,10/96,  
1/93, 12/79  
Intranet: 10/20, 10/18, 10/16, 4/15, 9/07



**JOB TITLE:** Mechanic

**SALARY:** According to placement on current compensation table

**TERMS OF EMPLOYMENT:** Twelve-month position

**EVALUATION:** Performance of this job will be evaluated in accordance with the procedures for evaluating non-licensed staff

**REPORTS TO:** Operations Manager-Transportation  
Assistant Operations Manager-Transportation

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. High school diploma or equivalent
2. Associates degree from automotive training college preferred

**Experience:**

1. Minimum of five years mechanical experience in repair and maintenance of medium duty gasoline and diesel powered vehicles preferred
2. One year of air brake experience and/or air brake related training required

**Certificates/Licenses:**

1. Must hold or be willing to obtain current and valid CDL, Class B, P2S
2. Must have or be willing to obtain First Aid and CPR certifications
3. Must have or obtain Colorado Department of Education School Bus Inspector Qualification certificate
4. Must have or obtain Colorado Department of Public Health and Environment certification in diesel (opacity meter) emission
5. Must be willing to obtain certification in Crisis Prevention Institute (CPI)

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to Lead Mechanic, Operations Manager-Transportation, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Keeps current all appropriate licenses and certifications
11. Must possess and utilize own tools on the job

## **JOB SKILLS:**

1. Demonstrates skill at all repairs for medium duty gasoline and diesel powered vehicles and equipment as needed
2. Demonstrates ability to read and understand technical manuals and periodicals in order to enhance efficiency for making repairs
3. Demonstrates the ability to proficiently use maintenance and troubleshooting software

## **ESSENTIAL FUNCTIONS:**

1. Reports to the Operations Manager-Transportation, Assistant Operations Manager-Transportation, and Lead Mechanic for job assignments
2. Performs routine preventative maintenance on District vehicles
3. Performs all repairs and/or overhauls on District owned equipment/vehicles as assigned
4. Inspects and repairs both air and hydraulic brake systems
5. Uses a computer and/or hand held code reader to diagnose and repair gasoline and diesel engines as well as electronic transmissions
6. Completes repair orders by properly annotating parts replaced/repaired and time utilized for each job performed
7. Maintains the good working order of all school District vehicles and equipment
8. Repairs, mounts, and balances tires as needed
9. Washes and cleans District vehicles as required
10. Assists in shop clean up and all other shop related tasks as assigned
11. Attends seminars and trade classes as required by the Operations Manager-Transportation
12. Serves as a bus driver as assigned by Transportation Management for routes and activities and fulfills all essential functions of the position (see Bus Driver job description)
13. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
14. Demonstrates a positive attitude towards change
15. Performs such other tasks as may, from time to time, be assigned

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and feel; reach with hands and arms; talk and hear; and taste and smell. The employee is frequently required to climb or balance, bend, kneel and crouch. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus continually and quickly.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, extreme cold, extreme heat, and vibration. The employee is frequently exposed to toxic or caustic chemicals and explosives. The noise level in the work environment varies from moderate to loud.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm

Revision date: 10/18, 11/15, 11/12, 10/09, 1/05, 7/00,

Intranet: 10/18, 11/15, 11/12, 9/07





**JOB TITLE:** School Psychologist

**SALARY:** According to placement on current salary schedule

**TERMS OF EMPLOYMENT:** 185 Days

**EVALUATION:** Performance of this job will be evaluated in accordance with established guidelines or procedures and the provisions of the Board of Education policy on Evaluation of Licensed Personnel

**REPORTS TO:** Executive Director of Special Education  
Assistant Director of Special Education  
Building Principals

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. EdS, or PhD

**Experience:**

1. Demonstrates successful entry-level professional skills for providing service to individuals birth through 21

**Certificates/Licenses:**

1. Current State of Colorado Special Services Provider License with School Psychology endorsement 2. Valid driver's license

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills 2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment 4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management 5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees 10. Demonstrates ability to communicate effectively both verbally and in writing with staff members, parents, patrons, and other professionals
11. Responds effectively to multiple responsibilities and ambiguous demands
12. Provides own transportation for the purpose of conducting District business
13. Continual compliance with regulations, rules, and statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education, and Colorado State Law

**JOB SKILLS:**

1. Demonstrates competencies and expertise in both education and psychology
2. Demonstrates expertise in research-based, data-driven instruction
3. Understands and complies with federal, state, and District laws and policies
4. Maintains ability to be available on short notice at different sites, including off-campus sites
5. Demonstrates leadership and organizational skills
6. Demonstrates ability to work under pressure and meet deadlines

**ESSENTIAL FUNCTIONS:**

1. Participates as a member of the student intervention/staffing team and as a support person for the students
2. Demonstrates ability to conduct psychological assessments as required by special education and expertise in less formal assessment techniques
3. Demonstrates knowledge of special education process and ability to facilitate student intervention/staffing team
4. Provides appropriate educational accommodations/modifications for all children in conjunction with the student intervention/staffing team
5. Demonstrates willingness/ability to work with families and parents regarding short-term school related issues with children
6. Serves as a consultant to the administration and instructional staff in regard to standardized testing, student screening techniques for interventions, and techniques for promoting mental health within the framework of the school
7. Assists in the development of Tier I, II, and III educational and behavioral programs for all students
8. Conducts in-service training programs for school personnel
9. Serves as a collaborative resource for staff and the community
10. Demonstrates willingness to work with a strong and well organized team
11. Conducts assessment conferences to determine the physical, social, and mental status of the student in a crisis situation
12. Demonstrates knowledge about IDEA and all federal guidelines for students with disabilities
13. Acts as SPED Director designee in IEP meetings as needed
14. Participates and provides inservice training as assigned by the Director of SPED
15. Maintains records and completes all information necessary for the District data management system or required by state and federal agencies
16. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
17. Demonstrates a positive attitude towards change
18. Performs such other tasks as may, from time to time, be assigned

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is frequently required to exert average or above average physical effort in the Center Based Special Education programs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.





**JOB TITLE:** School Psychologist

**SALARY:** According to placement on current salary schedule

**TERMS OF EMPLOYMENT:** 185 Days

**EVALUATION:** Performance of this job will be evaluated in accordance with established guidelines or procedures and the provisions of the Board of Education policy on Evaluation of Licensed Personnel

**REPORTS TO:** Executive Director of Special Education  
Assistant Director of Special Education  
Building Principals

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. EdS, or PhD

**Experience:**

1. Demonstrates successful entry-level professional skills for providing service to individuals birth through 21

**Certificates/Licenses:**

1. Current State of Colorado Special Services Provider License with School Psychology endorsement 2. Valid driver's license

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills 2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment 4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management 5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees 10. Demonstrates ability to communicate effectively both verbally and in writing with staff members, parents, patrons, and other professionals
11. Responds effectively to multiple responsibilities and ambiguous demands
12. Provides own transportation for the purpose of conducting District business
13. Continual compliance with regulations, rules, and statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education, and Colorado State Law

**JOB SKILLS:**

1. Demonstrates competencies and expertise in both education and psychology
2. Demonstrates expertise in research-based, data-driven instruction
3. Understands and complies with federal, state, and District laws and policies
4. Maintains ability to be available on short notice at different sites, including off-campus sites
5. Demonstrates leadership and organizational skills
6. Demonstrates ability to work under pressure and meet deadlines

**ESSENTIAL FUNCTIONS:**

1. Participates as a member of the student intervention/staffing team and as a support person for the students
2. Demonstrates ability to conduct psychological assessments as required by special education and expertise in less formal assessment techniques
3. Demonstrates knowledge of special education process and ability to facilitate student intervention/staffing team
4. Provides appropriate educational accommodations/modifications for all children in conjunction with the student intervention/staffing team
5. Demonstrates willingness/ability to work with families and parents regarding short-term school related issues with children
6. Serves as a consultant to the administration and instructional staff in regard to standardized testing, student screening techniques for interventions, and techniques for promoting mental health within the framework of the school
7. Assists in the development of Tier I, II, and III educational and behavioral programs for all students
8. Conducts in-service training programs for school personnel
9. Serves as a collaborative resource for staff and the community
10. Demonstrates willingness to work with a strong and well organized team
11. Conducts assessment conferences to determine the physical, social, and mental status of the student in a crisis situation
12. Demonstrates knowledge about IDEA and all federal guidelines for students with disabilities
13. Acts as SPED Director designee in IEP meetings as needed
14. Participates and provides inservice training as assigned by the Director of SPED
15. Maintains records and completes all information necessary for the District data management system or required by state and federal agencies
16. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
17. Demonstrates a positive attitude towards change
18. Performs such other tasks as may, from time to time, be assigned

**PHYSICAL DEMANDS:**

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to inclement weather conditions. The noise level in the work environment is usually moderate, but occasionally loud.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

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**JOB TITLE:** Special Education Teacher

**SALARY:** According to placement on current salary schedule

**TERMS OF EMPLOYMENT:** Contracted number of days annually or as otherwise determined by the Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with established guidelines or procedures and the provisions of the Board of Education policy on Evaluation of Licensed Personnel

**REPORTS TO:** Principal (unless otherwise specified)

**SUPERVISORY RESPONSIBILITIES:** None

**JOB QUALIFICATIONS:**

**Education:**

1. Bachelor's degree from an accredited institution of higher education

**Experience:**

1. Student teaching or an alternative student teaching program equivalent

**Certificates/Licenses:**

1. Colorado Teaching License with endorsement in Special Education
2. CPR, First Aid, and CPI, as required by position
3. District Vehicle Training Certification, as required by position

**JOB EXPECTATIONS:**

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies, procedures, and directives
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with students, parents, employees, and patrons of the District
10. Continual compliance with regulations, rules, and statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education, Colorado State and Federal Law, and IDEA

**JOB SKILLS and ABILITIES:**

1. Demonstrates the ability to align instructional expectations with adopted content learning standards
2. Demonstrates the ability to teach in a manner that addresses individual student needs and enables the student to improve his or her performance
3. Demonstrates proficiency in measuring and monitoring each student's progress toward achieving content learning standards
4. Demonstrates the ability to assess and analyze student performance to improve learning
5. Demonstrates the ability to modify instructional practices and methods when necessary to promote student progress
6. Demonstrates the ability to engage parents as learning partners to promote student learning
7. Demonstrates the ability to integrate technology to support instruction
8. Demonstrates content area knowledge

**ESSENTIAL FUNCTIONS:**

1. Meets and instructs assigned classes in the locations and at the times designated
2. Implements, by instruction and action, the District's philosophy of education and instructional goals and objectives
3. Attends and participates in faculty meetings and curricular meetings as required
4. Assists in the selection of books, equipment, and other instructional materials
5. Plans for and directs the work of educational assistant(s) and/or volunteer(s) as assigned
6. Effectively models and reinforces positive learning skills and work habits and also encourages students to seek more knowledge
7. Incorporates effective use of the Teaching & Learning Cycle 2.0 (TLC)
8. Provides Individualized Education Plan (IEP) services as written in the child's IEP
9. Writes IEP's that are designed to address the individual strengths and needs of the child and maintain those IEP records according to timelines in the IEP system
10. Monitors students' IEP goals twice per month to track student progress
11. Designs instruction that is tailored to the students' areas of need
12. Attends IEP meetings and fosters collaboration between parents and the school regarding services for their child
13. Works collaboratively with general education staff and other IEP service providers to coordinate instruction, accommodations, modifications, and services for students
14. Maintains appropriate, complete records/information and adheres to timelines on students
15. Keeps state reporting systems updated as required by the District or state and federal regulations
16. Provides crisis intervention, as necessary, for students on caseload
17. Assesses students for Special Education eligibility and Special Education services
18. Participates, as appropriate, as a member of the Response to Intervention Team
19. Serves on committees, performs supervision duties, and assists with extra-curricular activities as assigned
20. Serves as case manager of students on assigned caseload and coordinates and tracks services provided to students
21. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
22. Demonstrates a positive attitude towards change

23. Performs such other tasks as may, from time to time, be assigned

**COLORADO DEPARTMENT OF EDUCATION QUALITY STANDARDS AND ELEMENTS FOR  
COLORADO TEACHERS**

**The following quality standards and elements reflect the knowledge and skills required of a teacher in his or her assigned area.**

**Quality Standard I:** Teachers demonstrate mastery of and pedagogical expertise in the content they teach. The elementary teacher is an expert in literacy and mathematics and is knowledgeable in all other content that he or she teaches (e.g., science, social studies, arts, physical education, or world languages). The secondary teacher has knowledge of literacy and mathematics and is an expert in his or her content endorsement area(s).

**Element a:** Teachers provide instruction that is aligned with the Colorado Academic Standards; their District's organized plan of instruction; and the individual needs of their students.

**Element b:** Teachers demonstrate knowledge of student literacy development in reading, writing, speaking, and listening.

**Element c:** Teachers demonstrate knowledge of mathematics and understand how to promote student development in numbers and operations, algebra, geometry and measurement, and data analysis and probability.

**Element d:** Teachers demonstrate knowledge of the content, central concepts, tools of inquiry, appropriate evidence-based instructional practices, and specialized character of the disciplines being taught.

**Element e:** Teachers develop lessons that reflect the interconnectedness of content areas/disciplines.

**Element f:** Teachers make instruction and content relevant to students and take actions to connect students' background and contextual knowledge with new information being taught.

**Quality Standard II:** Teachers establish a safe, inclusive and respectful learning environment for a diverse population of students.

**Element a:** Teachers foster a predictable learning environment in the classroom in which each student has a positive, nurturing relationship with caring adults and peers.

**Element b:** Teachers demonstrate a commitment to and respect for diversity, while working toward common goals as a community and as a country.

**Element c:** Teachers engage students as individuals with unique interests and strengths.

**Element d:** Teachers adapt their teaching for the benefit of all students, including those with special needs, across a range of ability levels.

**Element e:** Teachers provide proactive, clear and constructive feedback to families about student progress and work collaboratively with the families and significant adults in the lives of their students.

**Element f:** Teachers create a learning environment characterized by acceptable student behavior, efficient use of time, and appropriate intervention strategies.

**Quality Standard III:** Teachers plan and deliver effective instruction and create an environment that facilitates learning for their students.

**Element a:** Teachers demonstrate knowledge of current developmental science, the ways in which learning takes place, and the appropriate levels of intellectual, social, and emotional development of their students.

**Element b:** Teachers plan and consistently deliver instruction that draws on results of student assessments, is aligned to academic standards, and advances students' level of content knowledge and skills.

**Element c:** Teachers demonstrate a rich knowledge of current research on effective instructional practices to meet the developmental and academic needs of their students.

**Element d:** Teachers thoughtfully integrate and utilize appropriate available technology in their instruction to maximize student learning.

**Element e:** Teachers establish and communicate high expectations for all students and plan instruction that helps students develop critical-thinking and problem solving skills.

**Element f:** Teachers provide students with opportunities to work in teams and develop leadership qualities.

**Element g:** Teachers communicate effectively, making learning objectives clear and providing appropriate models of language.

**Element h:** Teachers use appropriate methods to assess what each student has learned, including formal and informal assessments, and use results to plan further instruction.

**Quality Standard IV:** Teachers reflect on their practice.

**Element a:** Teachers demonstrate that they analyze student learning, development, and growth and apply what they learn to improve their practice.

**Element b:** Teachers link professional growth to their professional goals.

**Element c:** Teachers are able to respond to a complex, dynamic environment.

**Quality Standard V:** Teachers demonstrate leadership.

**Element a:** Teachers demonstrate leadership in their schools.

**Element b:** Teachers contribute knowledge and skills to educational practices and the teaching profession.

**Element c:** Teachers advocate for schools and students, partnering with students, families and communities as appropriate.

**Element d:** Teachers demonstrate high ethical standards.

**Quality Standard VI:** Teachers take responsibility for student academic growth. **Element a:** Teachers demonstrate high levels of student learning, growth, and academic achievement.

**Element b:** Teachers demonstrate high levels of student academic growth in the skills necessary for postsecondary and workforce readiness, including democratic and civic participation. Teachers demonstrate their ability to utilize multiple data sources and evidence to evaluate their practice, and make adjustments where needed to continually improve attainments of student academic growth.

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Prepared by: KV/blm

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Intranet: 6/19, 11/18, 4/14; 9/07