

**Certified/Administrative Staff Email Notification Instructions:**

All active District Certified/Administrative employees are eligible to receive email notifications for **certified/administrative** open positions.

To subscribe, follow these steps by clicking this link:

<http://www.boiseschools.org/jobs/mailings>

Enter the username and password exactly as listed below.

**Username: districtstaff**

**Password: signmeup7**

By subscribing you will automatically receive notification of all **certified/administrative** openings as they are posted on the District website.

**To Apply For Certified Positions:**

Certified District employees may apply by completing a Specific Position Transfer application. The transfer request form must be completed online and can be found on the District's jobs site:

<http://jobs1.boiseschools.org/winocular/apply/>

**To Apply For Administrative Positions:**

District employees must have at an active administrative application and updated resume on file. The administrative application must be completed online and can be found on the District's jobs site:

<http://jobs1.boiseschools.org/winocular/apply/>

**In-District Transfers Or Administrative Applicants In Order To Be Considered:**

Applicants will need to log into their application and from the application menu select the Employment Preference link, click the "Add Position" button, select job number, and (re)submit their application prior to the closing date.

**TO UNSUBSCRIBE:**

Enter the username and password listed above. Follow the prompts to unsubscribe. You may unsubscribe at any time.

Please email [employment@boiseschools.org](mailto:employment@boiseschools.org) if you have any questions on subscription.