

# Applying to Positions In Casa Esperanza Montessori

<http://www.cemcs.org>

PeopleAdmin support: 1-855-980-0511  
(7:00am - 8:00pm EST)



Please review this guide for assistance in completing applications:

Keywords  
Search for jobs by any keyword, branch name, district name, zip code and more

School/ Dept  
Jobs Category  
All

Zip Code  
State  
All

Zone

Search

After clicking the employment link in a district, you will be routed to the district's job board in the new NC School Jobs Powered By TeacherMatch.

Visit the website of the district of interest and access the Employment section of the site. Click **Search** to view available positions.

Click the **Apply** icon to begin the application process, then click the green **Apply** button to enter the application.

Review the list of available positions and identify the position(s) to which you would like to apply.

| Address                        | End Date     | Actions/Apply |
|--------------------------------|--------------|---------------|
| RALEIGH, North Carolina, 27603 | Until filled |               |
| RALEIGH, North Carolina, 27603 | Until filled |               |
| RALEIGH, North Carolina, 27603 | Until filled |               |

**TEACHERMATCH**  
BECAUSE TEACHERS MATTER MOST

**Sign In**  
In order to continue with the application process, please login below

Email  
Enter your Email

Password  
Enter your password **Login**

Remember me [Forgot Password?](#)

If you don't have a login, please sign-up here **Sign up**

Next is the Cover Letter, which may be optional or required for the position. After clicking Continue, if you are not logged in, you will be asked to login or sign up.

Complete the **Cover Letter** screen, click **Continue**, then **Login** to your TeacherMatch account or **Sign Up** to create an account for the first time.

Select **Preferences**, then complete **Application Requirements**, which are indicated by a red asterisk. *SSN is optional but submitting may auto-populate North Carolina licensure, education, and other key information.*

When you log in for the 1<sup>st</sup> time, select preferences then click "Save Preferences" at the bottom of the screen. You will then be routed to the application.

Required Application Items for NCDPI

All applicants are required to provide the following information. If you have already provided this information previously a continue by clicking on "Save and Continue" button below. However if this information has changed, then please update "Continue".

**Required Fields**

**Personal Information**

Salutation First Name\* Middle Name Last Name\*

NewTest

The application is organized by sections, such as Academics, Employment History, etc., which may be required, depending on the position.

Add info to sections by clicking the **+Add** on the right hand side then clicking **Save Section**. Populate fields by typing and then selecting best fit from the list, if presented. Complete the overall application by clicking **Save & Continue** at the bottom of the application.

Review list of **Missing Application Requirements**, if presented. Click **OK** to return to the application and resolve.

If any required application elements are missing, a listing will be shown after clicking Save & Continue. Clicking OK will take you back to the application to add info.

After completing all required sections, click Save and Continue at the bottom of the application. You may be required to complete additional elements.

You may be prompted to complete **Mandatory Declarations** and/or a **Job Specific Inventory** questions as part of the process, depending on the position. *Note: The Job Specific Inventory questions must be completed in one sitting.*

## Additional Tips & Information

- You will receive an email after completing an application.
- There are four categories of positions (Licensed, Classified, Bus Driver, Substitute) and each may require different information.
- If you cannot reset your password or need technical assistance, please call PeopleAdmin support at 1-855-980-0511 (7:00am - 8:00pm EST).
- Please click "Test your setup" on the TeacherMatch Sign In screen to understand which internet browsers are supported. Contact support if you have difficulty.
- If you forget your password, click on "Forgot Password" to receive a reset email from noreply@teachermatch.net.