

Ashe County Schools
Applying to Positions in NC School Jobs
Powered by TeacherMatch

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

Please review this guide for assistance in completing applications:

- ❖ Visit Ashe County Schools website, www.ashe.k12.nc.us, and access the **Employment** section, located on the left-hand side on the homepage. **Google Chrome is the recommended internet browser**

The link to School Jobs can be found under each of the following Employment sub headings:

- General Information
- Application
- Certified Positions (when positions are posted)
- Classified (when positions are posted)
- Administrators (when positions are posted)

- ❖ Click the schooljobs link to be routed to Ashe County Schools job board in the new NC School Jobs powered by TeacherMatch.
- ❖ Click **Search** to view available positions. It is not necessary to enter any search criteria. Just click the Search button
- ❖ Review the list of available positions and identify the position(s) to which you would like to apply.
- ❖ Click the **Apply** icon to begin the application process, then click the green **Apply** button to enter the application.
- ❖ Next is the Cover Letter, which may be optional for the position which you are applying.
- ❖ Complete the Cover Letter screen, click **Continue**, then **Login** to your Teacher Match account **or Sign Up** to create an account for the first time.
- ❖ ***When you log in for the 1st time, select Preferences then click Save Preferences” at the bottom of the screen. You will then be routed to the application.***
- ❖ Complete **Application Requirements**, which are indicated by a **red asterisk**. **SSN is optional but it will potentially auto-populate licensure, education, and other key information.**
 - ◆ 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 click **Save Section**. Populate fields (enter your information) by typing and then selecting best fit from the list, if presented. **Be sure to save each section before moving to the next.**

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- ❖ Complete the overall application by clicking **Save & Continue** at the bottom of the application.
 - ◆ *If any required application elements are missing, a listing will be shown after clicking Save and Continue.*
 - ◆ *Click OK to go back to the application to add information. Be sure to click Save & Continue at the bottom of the application.*

- ❖ You may be prompted to complete a **Job Specific Inventory** questions as a 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 forget your password, click on “Forgot Password” to receive a reset email from noreply@teachermatch.net.

- ❖ If you cannot reset your password or need technical assistance, please call TeacherMatch support at 1-855-980-0511 (7:00ma - :00pm EST)