

To Apply Online

Go to: www.gcs.k12.in.us

Hold your mouse over EMPLOYMENT and you will get a drop down box. Click on Job Opportunities which will bring you to the following screen.

A list of Current Job Openings will be displayed

<input type="checkbox"/>	ASST BUS DRIVER/HLTH SVS - 10 POS	ASST BUS DRIVER-HEALTH SVCS TR	SERVICE CENTER	TRANSPORTATION
<input type="checkbox"/>	CAFE MONITOR	CAFETERIA MONITOR	NORTHAVEN ELEMENTARY	CAFETERIA
<input type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3 HRS DAILY	NEW WASHINGTON MIDDLE	CAFETERIA
<input type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3 HRS DAILY	PARKVIEW MIDDLE SCHOOL	CAFETERIA
<input type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3.5 HRS DAI	NORTHAVEN ELEMENTARY	CAFETERIA
<input type="checkbox"/>	CUSTODIAN	CUSTODIAN - 2ND SHIFT	UTICA ELEMENTARY	CUSTODIAL
<input type="checkbox"/>	CUSTODIAN	CUSTODIAN - DAY SHIFT	MAPLE ELEMENTARY	CUSTODIAL
<input type="checkbox"/>	CUSTODIAN "FLEX SHIFT"	CUSTODIAN - 2ND SHIFT - FLEX POSITIO	JEFFERSONVILLE HIGH SCHC	CUSTODIAL
<input type="checkbox"/>	EXTRA DUTY	BASEBALL ASSISTANT	JEFFERSONVILLE HIGH SCHC	ATHLETICS
<input type="checkbox"/>	PARA EDUCATOR - SP. ED.	PARA ED - SPECIAL ED - SEVERE DIS.	THOMAS JEFFERSON ELEMEI	PARA-EDUCATOR
<input type="checkbox"/>	PARA EDUCATOR TEMP	PARA ED - KINDERGARTEN	NORTHAVEN ELEMENTARY	PARA-EDUCATOR
<input type="checkbox"/>	TEACHER	TEA - SPEC ED SEVERE DISABILIT	CHARLESTOWN HIGH SCHC	INSTRUCTION - HIGH
<input type="checkbox"/>	TEACHER - TEMPORARY	TEA - BAND/CHOIR	PARKVIEW MIDDLE SCHOOL	INSTRUCTION - MIDD
<input type="checkbox"/>	TEACHER - TEMPORARY	TEA - ELEMENTARY GRADE 1	NORTHAVEN ELEMENTARY	INSTRUCTION - ELEM
<input type="checkbox"/>	TEACHER - TEMPORARY	TEA - SPEC ED LD/MIMH/EH	JEFFERSONVILLE HIGH SCHC	INSTRUCTION - HIGH
<input type="checkbox"/>	TEACHER - TEMPORARY	TEA - SPEC ED LD/MIMH/EH	JEFFERSONVILLE HIGH SCHC	INSTRUCTION - MIDD

1. Click on all positions you are interested in.
2. Click on "APPLY FOR SELECTED POSTION(S)"

1	Position Description	Assignment Description	Location	Department
<input type="checkbox"/>	ALL CERTIFIED POSITIONS	ALL CERTIFIED POSITIONS	ALL LOCATIONS	ALL DEPARTMEN
<input type="checkbox"/>	ALL CLASSIFIED POSITIONS	ALL CLASSIFIED POSITIONS	ALL LOCATIONS	ALL DEPARTMENTS
<input type="checkbox"/>	ASST BUS DRIVER/HLTH SVS - 10 POS	ASST BUS DRIVER-HEALTH SVCS TR	SERVICE CENTER	TRANSPORTATION
<input type="checkbox"/>	CAFE MONITOR	CAFETERIA MONITOR	NORTHAVEN ELEMENTARY	CAFETERIA
<input checked="" type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3 HRS DAILY	NEW WASHINGTON MIDDLE	CAFETERIA
<input type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3 HRS DAILY	PARKVIEW MIDDLE SCHOOL	CAFETERIA
<input type="checkbox"/>	CAFE WORKER	CAFE HOURLY WORKER 3.5 HRS DAI	NORTHAVEN ELEMENTARY	CAFETERIA
<input checked="" type="checkbox"/>	CUSTODIAN	CUSTODIAN - 2ND SHIFT	UTICA ELEMENTARY	CUSTODIAL
<input type="checkbox"/>	CUSTODIAN	CUSTODIAN - DAY SHIFT	MAPLE ELEMENTARY	CUSTODIAL
<input type="checkbox"/>	CUSTODIAN "FLEX SHIFT"	CUSTODIAN - 2ND SHIFT - FLEX POSITIO	JEFFERSONVILLE HIGH SCHC	CUSTODIAL
<input checked="" type="checkbox"/>	EXTRA DUTY	BASEBALL ASSISTANT	JEFFERSONVILLE HIGH SCHC	ATHLETICS
<input type="checkbox"/>	PARA EDUCATOR - SP. ED.	PARA ED - SPECIAL ED - SEVERE DIS.	THOMAS JEFFERSON ELEMEI	PARA-EDUCATOR

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View Details of Highlighted Position

Apply for Selected Position(s)

Log In

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

If you have previously applied for a position with GCCS fill in your username and password

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

If you are new to the GCCS system fill out the New User Profile. Be sure to check the box that says "I Would Like To Create a New Profile"

Job Listing

Listing ID: Location: Type:

Position: Dept: Deadline:

Assignment: Group: Appl. Status:

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked **Incomplete**, you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	<input type="button" value="Edit"/>
Conditions of Employment	Completed	<input type="button" value="Edit"/>
Education History	Completed	<input type="button" value="Edit"/>
Employment History	Completed	<input type="button" value="Edit"/>
Skills Questionnaire	Completed	<input type="button" value="Edit"/>
General Questions	Completed	<input type="button" value="Edit"/>
Attachments	Completed	<input type="button" value="Edit"/>
Comments	Optional	<input type="button" value="Add"/>

Under each "incomplete section" click on ADD and fill out the application

Contacting the Human Resources Office and expressing an interest in a job posting does not guarantee an interview for the job or an offer of employment. Postings will be updated on this web site on an as-needed basis.

Profile Section	
Update	Email Address and Username/Password
Update	Name and Contact Information
Update	Conditions of Employment
Update	Education History
Update	Employment History
Update	Skills Questionnaire
Update	General Questions
Update	Attachments
Update	Comments

Status	Last Updated
Completed	03/11/2010
Completed	11/02/2012
Completed	11/02/2012
Completed	02/01/2013
Completed	05/03/2012
Optional	

6 New Messages

[View Messages](#)
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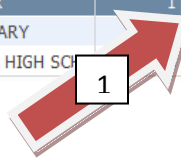
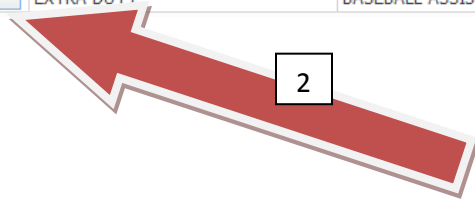
Make sure under STATUS everything says Completed. If it says incomplete click on Update and complete section.

Your Applications

Open (3) Processing (0) Closed (6)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline
Edit	ASST BUS DRIVER/HLTH SVS - 10 PO	ASST BUS DRIVER-HEALTH SVCS TR	SERVICE CENTER	1	Not Submitted	Until Filled
Edit	CUSTODIAN	CUSTODIAN - 2ND SHIFT	UTICA ELEMENTARY		Not Submitted	Until Filled
Edit	EXTRA DUTY	BASEBALL ASSISTANT	JEFFERSONVILLE HIGH SCH		Not Submitted	Until Filled



1. Notice under Status it says NOT SUBMITTED.
2. Click on Edit button. It will take you to the screen below.

Job Listing

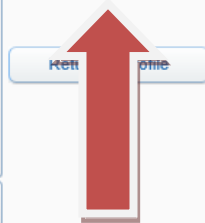
Listing ID: 120904003 Location: SERVICE CENTER Type: Full Time
 Position: ASST BUS DRIVER/HLTH SVS - 10 PO Dept: TRANSPORTATION Deadline: Until Filled
 Assignment: ASST BUS DRIVER-HEALTH SVCS TR Group: BUS DRIVER Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Completed	Edit
Education History	Completed	Edit
Employment History	Completed	Edit
Skills Questionnaire	Completed	Edit
General Questions	Completed	Edit
Attachments	Completed	Edit
Comments	Optional	Add

[Submit to HR](#)
[Cancel Application](#)
[Return](#) [Home](#)



Once everything says completed click on the "Submit to HR".

Your Applications

Open (3) Processing (0) Closed (6)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline
Edit	ASST BUS DRIVER/HLTH SVS - 10 PO	ASST BUS DRIVER-HEALTH SVCS TR	SERVICE CENTER	2	Submitted	Until Filled
Edit	CUSTODIAN	CUSTODIAN - 2ND SHIFT	UTICA ELEMENTARY	1	Not Submitted	Until Filled
Edit	EXTRA DUTY	BASEBALL ASSISTANT	JEFFERSONVILLE HIGH SCHC	0	Not Submitted	Until Filled

Status will change to Submitted.
 You will need to submit each position you apply for.
 Once all positions say submitted, log out.