

## TEACHING POSITIONS IN BOSTON PUBLIC SCHOOLS

More than 10,000 dedicated professionals work in Boston Public Schools. They work to ensure all students achieve academic excellence.

We offer rewarding career opportunities for our employees through:

- new teacher development program
- Massachusetts Teacher licensure support, and
- highly competitive salary and benefits.

Interested in a position with Boston Public Schools? We typically post jobs in March.

- Before March, we encourage applicants to learn more about career opportunities and apply to district pools by visiting [techboston.org](http://techboston.org).
- Have questions? Contact the BPS Recruitment Team at [recruitment@bostonpublicschools.org](mailto:recruitment@bostonpublicschools.org)



## DON'T HAVE A COMPUTER?

There are many places you can go to get access to and help using a computer.

### CITY OF BOSTON, HUMAN RESOURCES

1 City Hall Square, Room 612  
(617) 635-3370 | [boston.gov/human-resources](http://boston.gov/human-resources)  
Monday - Friday, 9 a.m. - 5 p.m.

### BOSTON PUBLIC SCHOOLS, HUMAN RESOURCES

23 Court Street, Downtown  
(617) 635-9600 | [bostonpublicschools.org](http://bostonpublicschools.org)

### BOSTON PUBLIC LIBRARY

Locations throughout Boston | [bpl.org](http://bpl.org)

### MASSHIRE DOWNTOWN BOSTON CAREER CENTER

75 Federal Street, 3rd Floor, Boston, MA 02110  
617-399-3100 | [masshiredowntownboston.org](http://masshiredowntownboston.org)

### MASSHIRE BOSTON CAREER CENTER

1010 Harrison Avenue, Boston, MA 02119  
617-541-1400 | [masshirebostoncareerctr.org](http://masshirebostoncareerctr.org)

### CITY OF BOSTON, DIVERSITY OFFICE

(617) 635-0910 | [diversityteam@boston.gov](mailto:diversityteam@boston.gov)  
[boston.gov/diversity](http://boston.gov/diversity)

## Welcome to the CITY OF BOSTON CAREER CENTER!

*The Career Center makes it simple to apply for positions with the City of Boston online.*

*The Career Center website is designed to help candidates apply for job openings within their respective department, such as Public Health Commission, Public Schools, Planning and Development, Water and Sewer Commission and more.*



CITY of BOSTON

## HOW TO GET TO CAREER CENTER

To apply for a job through the website, please visit [boston.gov/jobs](https://boston.gov/jobs). After getting to the Career Center, you must:

- register or sign into your account
- create a profile, or update an existing one
- attach your resume (you can also include a cover letter)
- complete our application questionnaire, and
- submit your application to specific jobs.

Your profile and information will be saved in your account, saving you time when you apply to future jobs.

## HELPFUL HINTS

- You can only attach ONE file to an application. So, if you use a cover letter, add it to the start of your resume and submit them together. We prefer that you submit your file as a PDF, but we do accept Word documents.
- Remember to double check your application and attachments. After you hit SUBMIT, you can't change your application. You'll need to submit a new one.

## FEATURES OF THE CAREER CENTER

### JOB SEARCH

Through a job search, you can see all open jobs that may match your skills and experience. Looking for a specific job? You can type keywords in our search box to narrow your search.

### APPLY FOR A JOB

Click on the job title to find out what the position requires. Click on "Apply" to apply for the job.

### ADDING YOUR QUALIFICATIONS

Applications including a section where you need to add your:

- education
- work experience
- licenses, and
- Other relevant information.

You can use the "Next" button at the bottom of the screen to walk you through each section of the application.

## APPLYING FOR A JOB

### SAVING DRAFT APPLICATIONS

You can save your application as a draft at any time. To do this: click on "Save As Draft."

### EDITING DRAFT APPLICATION

Go to the Career Center "Tools" area and click on the "Applications" link. You can find your draft application and make edits.

### SUBMITTING YOUR APPLICATION

When you finish filling in all the required areas for a job, click "Submit." After you agree to our terms and agreements, you'll see a final page that thanks you for your application.

### REVIEWING SUBMITTED APPLICATION

To review a submitted application, go to "My Careers" and click "Applications." You'll be able to see jobs that you applied to, along with job descriptions.

