

Adult Education Part-Time Application Instructions for **Current** School District of Lee County Employees



<p>1 Visit and sign-in to PeopleSoft peoplesoft.leeschools.net</p>	<p>The screenshot shows the PeopleSoft 9.2 Enterprise Portal Sign-In page. At the top left is the Lee County logo. The page title is "PeopleSoft 9.2 Enterprise Portal Sign-In". Below the title is a "Sign In to PeopleSoft" section with "User Id:" and "Password:" input fields and a "SIGN IN" button. A red warning message states: "Please note that your PeopleSoft User ID and Password are the same as your Network / SDLC Web Mail User Name and Password." Below this is a note: "All questions related to PeopleSoft functionality should be directed to the specific department responsible for that particular area. If you are having issues signing onto PeopleSoft and have reviewed the Troubleshooting PeopleSoft Sign-on Errors document, please CLICK HERE to E-Mail Help, Security - PeopleSoft for assistance." At the bottom left, there is a "Today's Message:" section with the text "Did you clear your cache today?". The footer contains "Copyright © 2012, School District of Lee County, Ft Myers, FL 33966".</p>
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2 **Select** the following options

- Main Menu
- Self Service
- Recruiting
- Careers

(It may take the page a few moments to load)

The screenshot displays the Oracle HR system's main menu. The 'Main Menu' dropdown is open, showing a list of options: Self Service, PeopleSoft, My System Profile, My Dictionary, Time Reporting, Personal Information, Payroll and Compensation, Benefits, Learning, Performance Management, Recruiting, and Careers. The 'Careers' option is circled in red, and a large red arrow points to it from the bottom left. The background shows the Oracle HR system's home page with various widgets and a 'Favorites' menu on the left.

3 Type **Adult Education** into the keyword search field and click **Search**

Job Search

You can search and review jobs from this page without creating an account for us. When you are ready to apply, registering only takes a minute and gives you access to all our online career tools.

Filter by

Recruiting Location

- All Elementary Schools (127)
- All Middle Schools (82)
- All High Schools (43)
- All Central Service Loc..(32)
- All Special Centers (21)
- More...

Department

- Veterans Park Acad for A..(15)
- Lehigh Acres Middle (11)
- Cape Coral High (9)
- Dunbar High (9)
- Riverdale High (8)
- More...

Job Family

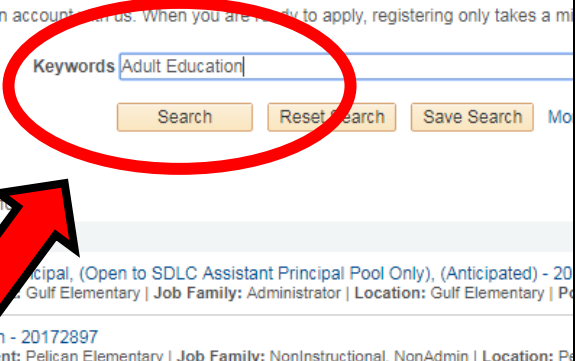
- Instructional (177)
- NonInstructional, NonAd.. (116)

Keywords

136 matches found

Search Results

- Assistant Principal, (Open to SDLC Assistant Principal Pool Only), (Anticipated) - 20172897
Department: Gulf Elementary | Job Family: Administrator | Location: Gulf Elementary | Pelican Elementary
- Custodian - 20172897
Department: Pelican Elementary | Job Family: NonInstructional, NonAdmin | Location: Pelican Elementary
- Custodian, (Anticipated) - 20172905
Department: Lehigh Elementary | Job Family: NonInstructional, NonAdmin | Location: Lehigh Elementary
- Educational Paraprofessional, Instructional Support, (ESOL), (Anticipated) - 20172905
Department: Lehigh Elementary | Job Family: NonInstructional, NonAdmin | Location: Lehigh Elementary
- Food Service Worker - 20172899
Department: Ray V Pottorf Elementary | Job Family: NonInstructional, NonAdmin | Location: Ray V Pottorf Elementary
- Food Service Worker, (Anticipated) - 20172677



4 **Select** the job(s) you would like to apply for Adult Education by clicking the box next to job and then click **Apply for Selected Jobs**

Job Search

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Filter by

Keywords

Recruiting Location

- All Special Centers (2)
- All High Schools (1)

Department

- Adult & Career Education (2)
- Island Coast High (1)

Job Family

- Casual Employee (2)
- Instructional (1)

Job Function

- No Value (2)
- Curriculum Development (1)

Job Posted In

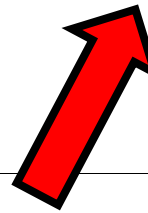
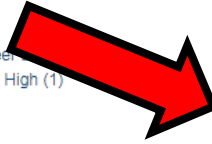
- 2017 (3)

2 matches found

Search Results

[Pool - Adult Education Short Course Instructor - 20170133](#)
Department: Adult & Career Education | Job Family: Casual Employee | Location: Adult & Career Education

[Pool - Adult Education Support - 20170134](#)
Department: Adult & Career Education | Job Family: Casual Employee | Location: Adult & Career Education



5 Follow the on-screen directions to complete and submit the application.

Start - Step 1 of 6

Applying for: Pool - Adult Education Short Course Instructor

This job application allows you to attach a resume and has a number of sections. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting. Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact Human Resources at 239-337-8197 for assistance.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

I declare that the answers given by me to the foregoing questions and statements are true and correct. I understand that my employment is contingent upon the accuracy of the information in this application and that false information or omissions, either made by me or by other persons, may result in termination of my employment and possible criminal charges. I agree that the Board shall be held harmless if my employment is terminated because of the falsity of statements, answers or any omissions thereto.

I agree to submit to and pass a physical examination prior to my employment, if required, for the position for which I am applying. To the best of my knowledge, I am physically able to perform the essential functions as explained to me for the position for which I am applying. Applicants for certain positions must participate in an employment survey (EPI) and provide requested data to the District. Applicants do so voluntarily and of their own free will, and each applicant agrees that failure to provide the requested information may result in disqualification for employment with the District. The applicant understands that any information or assessment may be used to evaluate the applicant for a teaching position or to evaluate, improve or enhance the District's hiring and employment practices.

I also authorize all former employers, schools, and the persons named as references to give any information regarding my employment to the School District of Lee County. I hereby release said employers, schools, or persons from all liability for issuing this information and release the School District of Lee County from all liability for using this information when making any decision regarding possible employment with the School District of Lee County.

I have read and agree to the above terms and agreements

Exit

Previous

Next

Questions regarding the application process: 239-337-8197

Questions regarding Adult Education: 239-939-6310