

CCSD Representative/Volunteer  
Application Instructions

- Click [HERE](#) or type/paste the following web address into a browser (Chrome, Safari, and Firefox work best):  
[https://ccsdjobs.searchsoft.net/ats/app\\_login?COMPANY\\_ID=MA000239](https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239)

- Once on the main page of the application. Click “here” under “CCSD Representatives/Volunteers.”

**Clark County School District**  
Standard Application

**Current Credentials**  
Please click [here](#) to complete a Transfer Application. However, if applying for an administrative position, you must complete the Standard Application. Begin by creating an account on this page if applying for an administrative or licensed position.

**Volunteers**  
Please click [here](#) to complete a Volunteer Application. This application is only for student teacher/mentorship and/or pre-approved program volunteers.

**Recently retired/separated CCSD teachers/administrators (within the past 3 years)**  
Please click [here](#) to complete a Recent Retired Teacher/Administrator Application if wanting to return as a substitute.

**Step 1**  
**Create an Account**  
After creating your username and password, please keep it safe! Each time you log in, you will need them.

**Step 2**  
**Complete your Application**  
You can save your progress and continue later, or complete the application in one sitting.

**Step 3**  
**Apply for Open Positions**  
Attach your completed application to specific jobs by clicking on the “Jobs” tab and selecting the jobs for which you are qualified and interested.

**User Login**  
Username   
Password   
**LOGIN**  
- Or -  
**CREATE ACCOUNT**  
having trouble logging in?

**Available Jobs**  
click to view current openings  
view open administrative positions view open alternative route to licensure positions  
view open licensed positions view open substitute positions  
view open support positions

- If this is the first time completing an application in SearchSoft, CCSD’s applicant tracking system, the first step is to create an account, which requires an email address. If you do not have an email address, there are several free email services. In any web browser, search “free email accounts.” If you already have an account, simply select “Login.”

**Create an Account**  
You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your profile or submit documents.

**User Login**  
Username   
Password   
**LOGIN**  
- Or -  
**CREATE ACCOUNT**  
having trouble logging in?

- After completing the account set-up, click on “My Application” located in the black bar at the top of the page. The text on this page does not apply to the CCSD Representative/Volunteer Application.

**CCSD**  
CLARK COUNTY  
SCHOOL DISTRICT

**My Application** Help - Jobs - Account Information - Email History -

**Application Help**  
Welcome to the Online Application for the Clark County School District!

Below is a brief overview of the application process. For detailed instructions, application tips, and frequently asked questions, visit Teach.Vegas. If you have any other questions, please email us at [HR\\_Assistance@interact.ccsd.net](mailto:HR_Assistance@interact.ccsd.net) or call (702) 799-0098.

Our application process has **3 critical steps**:

- 1) Create an account.**
- 2) Complete your application.**
- 3) Apply to open positions.**

**1) Create an account.**  
You are 1/3 of the way there! Since you're on this page, your account is already created. Are you the only ones who put items on a to-do list that are already completed?

**2) Complete your application.**  
Help us help you! It can be challenging, and a big ask, but in order for your application to be complete, we must have the below information/documents. Remember, we are hiring for our students.

- Updated resume
- Email addresses and phone numbers of your 3 most recent supervisors (Yes, we need them to be correct and valid)
- Documents required for the position (CPR card, transcripts, test scores, etc.)
- Documents related to criminal/employment history, if applicable (Better to disclose than to be discovered)
- Responses to 3 questions (licensed and administrative applicants only).


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- Once in the application, please select the type of experience for which you are seeking (e.g., student teacher/intern, contractor, school volunteer, etc.). If you are **not** seeking a student teaching/intern experience, please skip all fields shown below in the blue box and complete only those in the red box.

My Application    Help ▾    Jobs ▾    Account Information ▾    Email History ▾

**Email is CCSD primary method of contact. Keep your email address up to date and check it regularly.**

\*Preferred Email Address (Help)  
nigromh@gmail.com    nigromh@gmail.com

\*Please select the type of volunteer experience for which you are seeking.  
Select one ▾ 

**If "student teaching/internship" was selected, please select your college/university, add the name and contact information for the person supervising you throughout this experience.**

College/University (Help) choose your college  
College/University Supervisor  
Supervisor Phone Number

Area of Licensure    Anticipated Graduation Date  
Select one ▾   

**If "Athletics/Activities" or "Other" was selected, please identify the specific type, entity/organization, and supervisor contact information for this volunteer experience.**

Entity/organization/department that is requesting the volunteer experience    Supervisor's phone number    Supervisor of entity/organization/department

- Human Resources will review your application as soon as possible. Once the review is completed, you will receive an email as to next steps.
- For any questions and/or assistance with the application, please email [HR\\_Assistance@interact.ccsd.net](mailto:HR_Assistance@interact.ccsd.net) or call Human Resources at 702-799-0888.