



To apply for the Substitute Pool please complete the following steps:

1. Go to this link and log into your profile or register as a New User:

<https://jobs1.boiseschools.org/WinOcular/WorkSpace/>

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**Independent School District of Boise City**  
8169 W. Victory Rd., Boise, ID 83709 208.854.4074

Welcome to the Boise School District WinOcular WorkSpace

**Login:**  **New User?**

User ID:

Password:  Click [here](#) to register.

Forgot your login information? Click [here](#).

Powered by [WinOcular](#) Software  
WinOcular WorkSpace  
Version 1.0.26, Copyright © 2006-2015, Combined Computer Resources, Inc.

2. If registering for the first time click “Add New Application.”

 **Online Applications**

The changes you have made to your application will not be applied until you submit your application. Unsubmitted data will be deleted on the date indicated below.

Unsaved Application	Changes will be deleted on
<a href="#">Classified</a> <small>Select this option if you are applying for a support position (Special Ed Assistant, School Support Assistant, ELL Tutor, Library Paraprofessional, Department Clerk, Administrative Assistant, JFK, Facilities and Custodial, Food Service, Occupational Therapist, Physical Therapist, Walk-On Coaches, Student/Intern, Classified/Non-credentialed substitutes (applicants who hold a Bachelor's degree or higher may be considered for certified substitute positions via the classified application))</small>	07/04/2015 09:27 AM
Current Applications	Last Updated
<a href="#">Certified</a> <small>Select this option if you are applying for a teaching position or other positions such as: School Nurse, Library Media Specialist, Speech Language Pathologist, School Counselor, School Psychologist, Social Worker, and substitutes/student teachers who hold a valid certificate or who will hold a valid certificate.</small>	12/19/2013 10:49 AM
<a href="#">Administrative</a> <small>Select this option if you are applying for a Local School or a Central Office Administrative position. (Principal, Assistant Principal, Intern Principal, Director, etc.).</small>	03/11/2014 03:39 PM

[Add New Application](#)



### 3. Under Online Applications select your "Substitute" application

#### Announcements

**Recommended Web Browser**

Google Chrome recently made some changes that no longer allow Java to work; which means your applicant and/or employee records that have been scanned cannot be viewed in Google Chrome.

We have found that Microsoft Internet Explorer (IE) does still work as intended and thus recommend using IE when using WinOcular.

For Questions and Support: [employment@boiseschools.org](mailto:employment@boiseschools.org)

**Quick Tip: How to Add Jobs to Your Existing Application**

1. Click on the applicable application below (under Online Applications)
2. Click Employment Openings
3. Click the Add Job button
4. Select the job to add
5. Re-submit your application

**Tip Sheet: [Transfer Application & Certified/Administrative Email Notifications](#)**

#### Notifications

No current notifications

#### Manage Documents

#### SmartForms

Forms recently assigned to you:

[Teacher Evaluation](#)

**Evaluation Instructions**

If you need assistance, please contact your ev

**To review and finalize the evaluation, follow these steps:**

1. Click on the "Teacher Evaluation Form"
2. Review evaluation content
3. Sign and date evaluation
4. Click "Complete" to accept evaluation
5. Click the "Submit Evaluation to Personnel" link to save the evaluation to the employee personnel file

**To return evaluation to evaluator, follow these steps:**

1. Click "Cancel" within the evaluation
2. Click the "Return to Evaluator" link
3. Follow-up with evaluator on evaluation

**If choosing not to e-sign evaluation, follow these steps:**

1. Click "Cancel" within the evaluation
2. Click the "Choose Not to Sign" link to return the evaluation to the personnel file without a signature

**If submitting a rebuttal:**

The professional employee shall have the opportunity to submit a rebuttal to the evaluation within 21 days.

#### Online Applications

Until you submit your application it will not be available for hiring officials. Unsubmitted data will be deleted on the date indicated below.

Unsaved Application	Data will be deleted on
<a href="#">Substitute</a>	09/19/2015 11:50 AM

Select this option if you are applying for a substitute position.

Current Applications: Last

### 4. Go to the "Employment Openings" Section

#### Classified Online Application for: Ray Ray Homer

- Instructions
- Contact Information
- Additional Information
- Employment Openings
- No Child Left Behind (NCLB)
- Education
- Certification / Licensure
- Language Skills
- Work Experience
- References
- Veterans Preference
- Criminal Background
- Employment Background Check
- Statistical Information
- Supporting Documents
- Past Job Performance Release
- Agreement / Consent
- Review & Print
- Submit

**Instructions**

The easiest way to complete the application you are currently working on is to click on the sections indicated by

- You may review your information at any time by revisiting the sections
- If you make any changes while reviewing, you must click the "Continue" button
- When all sections are completed, you may click the "Submit" link

Please know if you do not Submit your completed application within 30 days (transcripts, letters etc.) submit the application to avoid losing data; you will be notified by email.

If you are offered a position with the Boise School District, you will be notified by email.

When applying for a Paraprofessional position (i.e. Special Education, etc.) you must have:

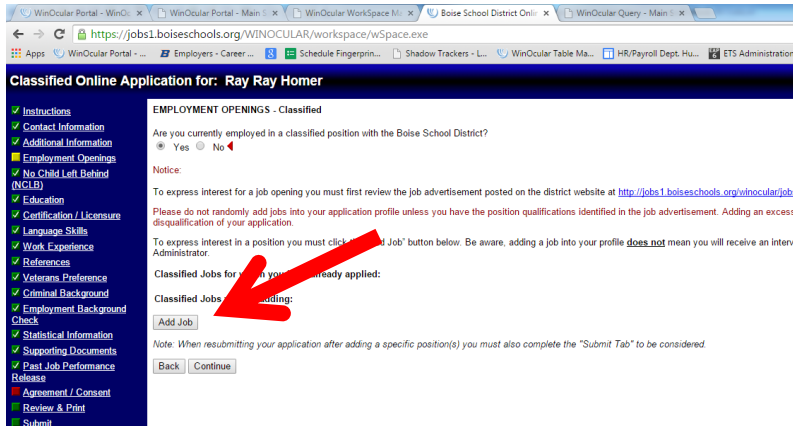
- High School Diploma or GED equivalent
- 48 college credit hours, Associates degree or higher (transcript)
- Successful completion of the ETS Paraprofessional Praxis Exam

If you need assistance, please call or e-mail:

Employment & Benefits  
208-854-4074  
[employment@boiseschools.org](mailto:employment@boiseschools.org)

Click 'Continue' below to start the application.

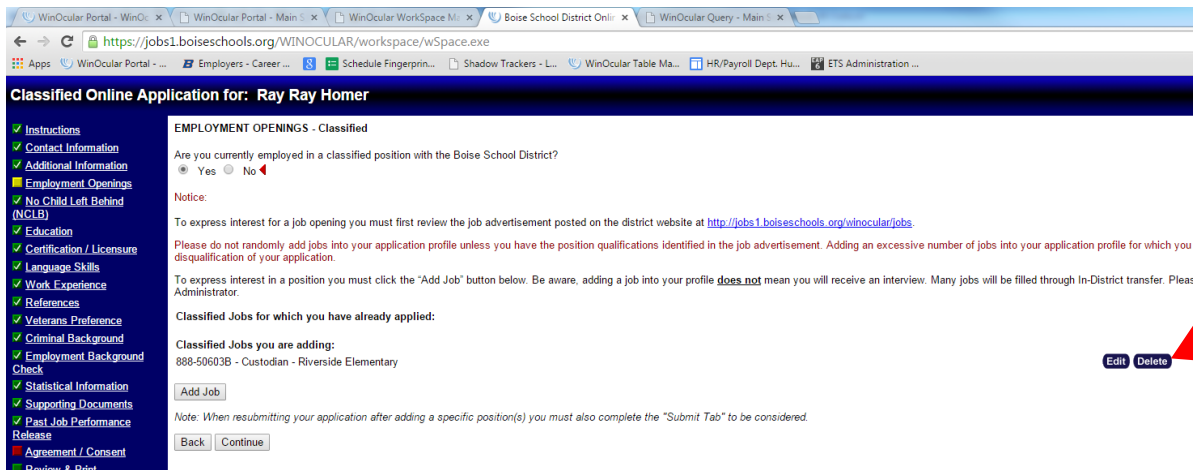
5. Click the “Add Job” button



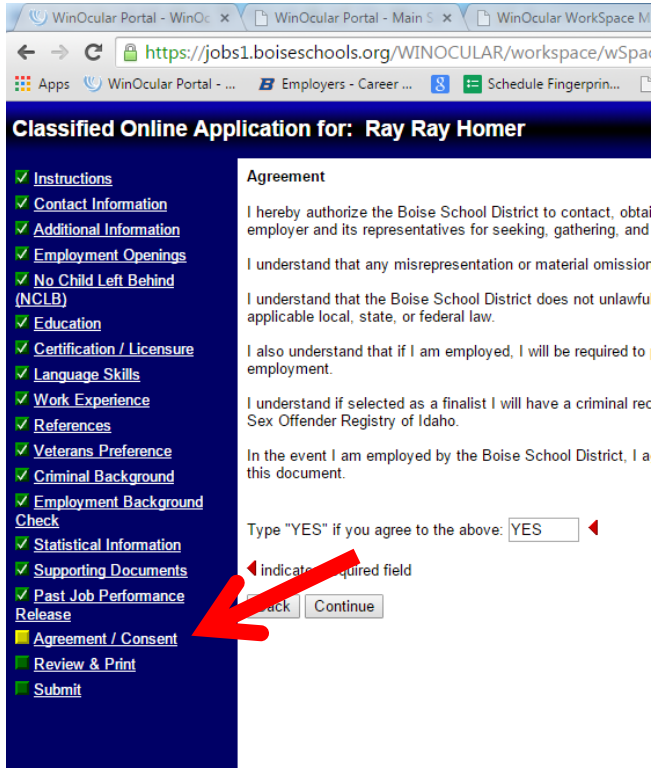
6. A drop down list will appear – select the Substitute job position.



7. Click “Continue.” Job(s) will now show as added to your profile. You can edit or delete a job by using the buttons



8. To Submit your application ensure all menu items are “green”



9. Go to the “Submit” section and click “Submit Application”

