



# Transition Details

**Scheduled Launch Date: November 2, 2020**

## Prior to Launch:

- Employers continue to use the current Teach Iowa system to post and fill jobs.
- Users may begin organizing their account in the new Teach Iowa applicant tracking system once users receive their welcome letter with their unique PowerSchool Teach Iowa link. Users may begin creating job postings in preparation for the launch date. Any jobs created using the new system will be stored in the system but will not be live on Teach Iowa until launch on November 2.
- All postings and applications in the current Teach Iowa system will remain available to employers until December 31, 2020.
- No information will transfer from the current vendor to the new vendor. All current jobs will need to be closed or re-posted to the new Teach Iowa system. In addition, all applicants will need to create a new Teach Iowa profile and complete a new online employment application for any future job postings.

## After Launch:

- After November 2, all employers will use the new Teach Iowa system to post jobs.
- All employers using Teach Iowa as their applicant tracking system will also need to use the new system beginning on November 2.

## Action Items for employers using Teach Iowa for job posting and as an applicant tracking system:

- Users must ensure PowerSchool has the information needed to set up your Teach Iowa applicant tracking system account. PowerSchool representatives will send an email with a spreadsheet for the point of contact to complete with this information.

- Based on the transition details, your district will need to determine the date you will stop posting jobs on the current Teach Iowa system.
- All currently open positions must be filled or re-posted (and candidates will need to reapply) by December 31.
- The district will need to communicate with any applicants who will need to reapply for an open position.
- Attend training sessions (see details below)

## Upcoming Teach Iowa Training Sessions for employers using Teach Iowa for job posting and as an applicant tracking system:

- PowerSchool will be hosting Teach Iowa training sessions:
  - Training Sessions for employers using Teach Iowa for both posting jobs and as their applicant tracking system.
    - Introductory sessions for HR administrators will be held in early September. Watch for emails from PowerSchool with details and session invitations.
    - Detailed sessions for HR administrators will be held in late September/early October
    - Sessions for hiring managers will be held in late September/early October

## Action Items for employers using Teach Iowa for job posting but a different applicant tracking system:

- This action item only applies to employers who have purchased their own stand-alone applicant tracking system. Remember, all public schools will still be required to post jobs in the new Teach Iowa.
- Employers should continue to use their own applicant tracking system. After November 2, 2020 all jobs will need to be posted on the new Teach Iowa.
- PowerSchool will schedule a training session/webinar for employers using the Teach Iowa system for job posting only. This training session will be held in mid-October.