



[About BHISD](#) | [Calendars](#) | [Contact Us](#) | [Employment](#) | [Food Services](#) | [Library](#) | [Parents](#) | [School Board](#) | [Schools](#) | [Site Map](#) | [Staff Resources](#)

Employment Application Procedures

POB 1108 9600 Eagle Drive Mont Belvieu, TX 77580
Phone (281) 576-2221 Metro (281) 385-6038 Fax: (281) 576-3424
Contact: Karen Gifford, Sec. to Asst. Superintendent of Personnel
extension 1254, or email: KGifford@bhisd.net

Barbara Ponder, Assistant Superintendent of Personnel

(It may help you to [print these procedures](#) for review as you complete the online application)

The application process for Barbers Hill Independent School District is as follows:

1. Complete an online application. **Instructions are provided below.**
2. After completing your online application, use the online application system to apply for each open position that interests you. To do this, login to the online application system using the link at the bottom of this page. You will then reach the page entitled "Application Help". This is the "Welcome..." page. Click the "All Jobs" tab on the left-hand side of the page, and you will see all available positions. Click the "View/Apply" tab for any position that interests you. After viewing the details for the position, you may click the "Apply for this job" tab if you wish to apply. When you return to the "All Jobs" section, you will see all positions that are available and all positions for which you have applied.
3. Return to our website regularly to view and apply for any newly posted position that interests you.

Applications will be reviewed by District Administrators, and selected candidates will be contacted for interviews. When a finalist has been selected, the position will be marked as "Requisitioned." When the hiring process is complete, the position will be marked as "Filled".

Instructions for completing your online application

- Please click on the link below to complete an online application for employment with Barbers Hill ISD.
- You may return to the website at any time to make changes on your application and to apply for specific positions as they become available.
- If this is your first visit, you must select the "Create New Account" button in order to get started. Please read the disclaimer and instructions carefully before you begin entering information.

NOTE: You have two choices in the box marked "Applicant Type".

Please select "**Professional**" if you are applying for one of the following positions: [Teacher](#), [Counselor](#), [Instructional Technologist](#), [Nurse](#), [School Administrator](#), or [Special Education Professional](#).

Please select "**Service and Support**" if you are applying for one of the following positions: [Bus Driver](#), [Bus Aide](#), [Custodian](#), [Food Service Worker](#), [Grounds Crew](#), [Maintenance and Operations](#), [Police Officer](#), [Clerk](#), [Secretary](#), [Instructional Aide](#), [Parent Educator](#), [Accountant \(Business Office\)](#), [Computer Technician](#), [Computer Programmer](#), [Network Manager](#), [Tutor](#), and [ALL Substitutes](#).

[BHISD Online Application](#)

Barbers Hill Independent School District is an Equal Opportunity Employer.

Thank you for your interest in BHISD!

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