

Apply for Classified Positions

*Follow these instructions **if you are NOT currently employed with KSD***

1. You must complete an [Applicant Disclosure Form](#) the first time you apply with Kennewick School District.
2. Submit the following with your application. You may electronically attach this information to your application when prompted. **If you do not have the capacity to attach additional information, you may mail or bring your documents to the Human Resources Office and we will upload them into your application.**
 - a. Three (3) letters of reference that have been written within the past two years (preferably by supervisors). If you are unable to electronically attach your letters you can mail them or bring them in and our staff will upload them into your application.
 - b. If you have taken a PRAXIS test, include a copy in your application.
3. If you are applying for a **Bilingual** position, you will need to take the bilingual test. Please contact *Barb Strait* at Federal Programs (509) 222-6615 to set up an appointment for testing. Please let her know which position you are applying for.
4. [Follow this link](#) to our job postings and complete an application.

Once you are hired, an official transcript of your highest grade completed will be required within thirty (30) days from the date of hire. This must be an official copy of the transcript, sealed in an envelope and addressed as noted below.

Contacts

Substitute Paraeducator/secretary questions:
Kim Gough at 509-222-5014 or kim.gough@ksd.org

All other classified questions:
Gail Barness at 509-222-7093 or gail.barness@ksd.org

Mailing Address for Transcripts, etc.
Kennewick School District
Attn: Gail Barness
524 South Auburn St.
Kennewick, WA 99336