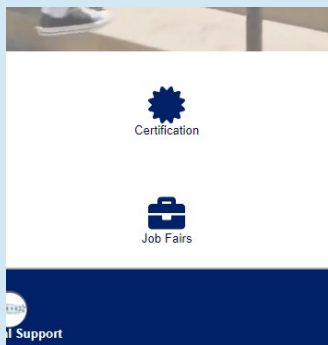

GUIDANCE DOCUMENT ON DEVELOPING AN EFFECTIVE JOB POSTING

The purpose of this guide is to help you develop a post for a job vacancy that is easy to understand and interesting and informative to job seekers.

The Arizona Education Employment Board (AEEB) is a free service for all Arizona public education agencies seeking educational employees. Only these entities can post on the AEEB. Please remember as you are posting that you are not only competing with other educational entities for job seekers, but also often competing with the private sector, including medical, technology, and educational companies. This is especially true of our technology and therapist positions. Taking time to craft your job posting, will help ensure the best chance of having a job seeker apply for your position.

Before We Begin:

- ✓ **Read other job postings both on the board and on other sites.** This will help you get a feel for what positions you are competing for, and to give ideas on creating your job posting.
- ✓ **Do not create generic or cross-category job postings such as:** “Full-Time Teachers,” “K–8 Teachers,” “Math, Language Arts, Science Teachers.” Be specific.
- ✓ **Create a new posting for each position.** The only exception would be if there are multiple openings for the same job. If this is the case, please state exactly how many openings there are. Example: *Occupational Therapists: 3 Openings*
- ✓ **Do not include entire job descriptions on a post.** Posts should be short and concise. This is not the forum for a multiple-page job description because it is too long and will lose the job seeker’s interest quickly.
- ✓ **Do not create a job posting to advertise a job fair.**



There is a separate place to advertise job fairs on the home page of the AEEB. To post a job fair, e-mail aebsupport@taese.org.

Position to Post:

Post a Job

Position Information

Job Title

County

Setting

Job Title: The job title is the initial item the job seeker usually sees and evaluates to determine if the position is of interest. The job title should be clear and concise and contain no abbreviations.

- Example: *Special Education Teacher: Language Arts (Grades 7–8)*

Note: If the position is part time, it should be indicated in the title.

County: Indicate the county where the job is located.

- Pick a county...
- Apache
- Cochise
- Coconino
- Gila
- Graham
- Greenlee
- La Paz
- Mohave
- Navajo
- Pima
- Pinal
- Santa Cruz
- Yavapai
- Yuma
- Northwest Maricopa
- Southwest Maricopa
- East Maricopa

Setting and Location: Choose the appropriate education setting (Public/Private/Charter) and location type (Urban/ Rural) from the lists provided.

Organization Information:

Organization Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Website	<input type="text" value="http://"/>

Organization Name: Indicate the name of the school district or charter school.

Address: Indicate where you want the applicant to apply for this position.

Organization Website: Enter the website of the district/charter school.

Contact Person for Position:

Name	<input type="text"/>
Telephone	<input type="text"/>
Extension	<input type="text"/>
Fax	<input type="text"/>
Email Address	<input type="text"/>

Name: Determine who is the best person to answer specific questions about this position or to guide the candidate through the application process. This could be the person who will oversee the position or someone from the human resources department.

E-mail Address: Enter the email address for the contact person that the job seeker should use to ask questions regarding this job posting.



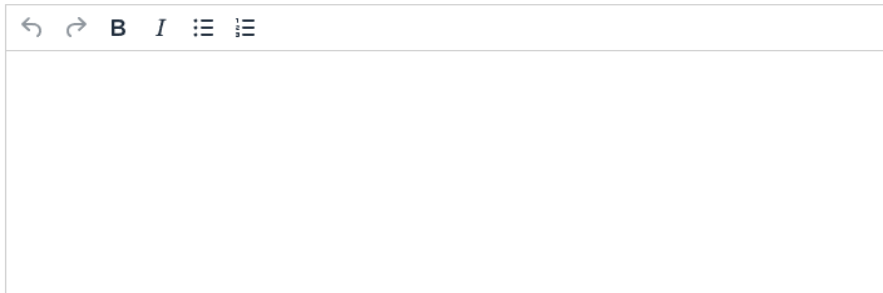
Choose a Category:

Elementary	Classified Staff	Special Education	
<input type="checkbox"/> 1st Grade <input type="checkbox"/> 2nd Grade <input type="checkbox"/> 3rd Grade <input type="checkbox"/> 4th Grade <input type="checkbox"/> 5th Grade <input type="checkbox"/> Administration <input type="checkbox"/> Art <input type="checkbox"/> Athletic Coaching <input type="checkbox"/> Counselor <input type="checkbox"/> Drama <input type="checkbox"/> ESL/ELL/Bilingual <input type="checkbox"/> Foreign Language <input type="checkbox"/> Gifted and Talented <input type="checkbox"/> Homeroom <input type="checkbox"/> Kindergarten <input type="checkbox"/> Language Arts <input type="checkbox"/> Library Media Specialist <input type="checkbox"/> Mathematics <input type="checkbox"/> Music/Band/Orchestra <input type="checkbox"/> Physical/Health Education <input type="checkbox"/> Reading Specialist <input type="checkbox"/> Resource Teacher <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Technology	<input type="checkbox"/> Bus Driver/ Monitor <input type="checkbox"/> Business/Office Manager <input type="checkbox"/> Campus Monitor/ Security <input type="checkbox"/> Custodial <input type="checkbox"/> Dance <input type="checkbox"/> Food Service <input type="checkbox"/> Health Office Aide <input type="checkbox"/> Instructional Asst./Paraprof. <input type="checkbox"/> Maintenance <input type="checkbox"/> Parent/Family Liaison <input type="checkbox"/> Registrar/Enrollment <input type="checkbox"/> School Crossing Guard <input type="checkbox"/> Secretary/Admin. Assistant	<input type="checkbox"/> Adaptive Physical Education <input type="checkbox"/> Administration <input type="checkbox"/> Alternative Placement <input type="checkbox"/> Audiologist <input type="checkbox"/> Behavior Specialist <input type="checkbox"/> Gifted / Talented <input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Occ. Therapists/Assistants <input type="checkbox"/> Phys. Therapists/Assistants <input type="checkbox"/> School Psychologist <input type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Spch Lang. Path./Assistants <input type="checkbox"/> Spec. Ed. Teacher (Elem.) <input type="checkbox"/> Spec. Ed. Teacher (H.S.) <input type="checkbox"/> Spec. Ed. Teacher (M.S.) <input type="checkbox"/> Special Education Coordinator <input type="checkbox"/> Special Education Director <input type="checkbox"/>	
	<th>High School</th> <td></td>	High School	
	<input type="checkbox"/> Administration <input type="checkbox"/> Advanced Placement <input type="checkbox"/> Alternative Placement <input type="checkbox"/> Art <input type="checkbox"/> Athletic Coaching <input type="checkbox"/> Biology <input type="checkbox"/> Business <input type="checkbox"/> Career & Technical <input type="checkbox"/> Chemistry <input type="checkbox"/> Counselor <input type="checkbox"/> Dance <input type="checkbox"/> Drama/Debate <input type="checkbox"/> Earth Science <input type="checkbox"/> Economics <input type="checkbox"/> Engineering <input type="checkbox"/> ESL/Bilingual <input type="checkbox"/> Foreign Language <input type="checkbox"/> Geography	<input type="checkbox"/> Teacher Assistant/ Paraprofessional <input type="checkbox"/> Spec. Ed. <input type="checkbox"/> Vision Impaired	
		<th>Other</th>	Other
		<input type="checkbox"/> Academic Coach <input type="checkbox"/> Adult Education <input type="checkbox"/> Arizona Dept. of Education <input type="checkbox"/> Athletic Director <input type="checkbox"/> AZ Early Intervention <input type="checkbox"/> Before/After School Programs <input type="checkbox"/> Dean of Students <input type="checkbox"/> Director <input type="checkbox"/> Higher Education <input type="checkbox"/> Homebound Teacher	
<th>Early Childhood</th> <td></td> <td></td>	Early Childhood		
<input type="checkbox"/> Dev. Special Instruction <input type="checkbox"/> Early Childhood <input type="checkbox"/> Early Childhood Spec. Ed. <input type="checkbox"/> Head Start			
<th>Middle School</th> <td></td> <td></td>	Middle School		

NOTE: Based on the position you are posting, choose only the relevant job title under the category. Occasionally, a position may be appropriate for more than one job title. An example is posting a position for a fifth-grade drama teacher under “5th grade” and “Elementary - Drama.”

Job Description:

Job Description



A good job description is clear and concise and highlights the most significant information about the position. **Don't paste entire job descriptions from your human resources department** because comprehensive descriptions are too long for this forum. It is all right to use the word "you" to speak directly to the job seeker. Consider including the:

- **Position Description:** Worksite location; full time/part time; if the position is working with students, include grade/age; for special education, include the subject area and the special needs student population.
- **Tasks:** Using bullets, list approximately five of the most relevant daily tasks, and start each task with a verb.
- **Terms of Employment:** Number of days in contract, work hours per week, if permanent or end- of-year position, probation period, etc.
- **Requirements/Preferences:**
 - **Requirements:** Certifications or skills needed or job tasks that require additional training.
 - **Preferences:** Education level, years of experience, knowledge of computer or training programs, other languages, etc.
- **Work Conditions:** Travel requirements, independent/teamwork settings, supervisory duties, etc.

NOTE: If you are not familiar with the position you are posting for, consider having the supervisor of the posted position or someone more familiar with the job review the post, especially the job description, to ensure it is accurate and complete.



Other:

Other

↶ ↷ **B** *I* ☰ ☰

For this section, first consider including one to three sentences telling the job seeker a little about your district (see the box below).

Other relevant information to consider:

- **Salary or hourly rate**
- **Bonuses or other unique perks** (continuing education, induction/mentorship program, and signing/retention bonuses)
- **Benefits** (insurance plans, retirement)
- **Any disclaimers**
- **Application deadline**

Capitalize on Your District / Charter School

Don't underestimate the importance of selling your workplace. Sometimes it is what you include about your organization that "speaks to" the job applicant. If you are unsure what to include, look at your website to see what is promoted about your organization and ask other employees why they chose to work at your school or district.

Examples of what to consider include:

- ❖ *Brief history*
- ❖ *Mission statement*
- ❖ *Size of the public education agency*
- ❖ *Location*
- ❖ *Keywords that describe the district or what is important to the public education agency*
- ❖ *Special recognition the public education agency has received*
- ❖ *Company and workplace culture*

Terms sometimes seen include - Competitive Pay, "A" Rated Public Education Agency, Community, STEM, Fine Arts, Traditional, Liberal Arts, Back to Basics, Growing District, Multicultural Community.

Management Contact Email:

Management Contact Email

We request this additional e-mail address in case clarification is needed before we post the opening. We also use this e-mail address to follow up to see if this vacancy is filled. This is typically the e-mail address of the person posting the position.

Submit:

Please make sure links and spelling are correct before hitting the submit button.

When you have completed posting a position, click “Submit” at the end of the “Post a Job” form.

Delete or Modify a Vacancy:



Use the form to make changes to a posted position or to delete the position.

NOTE: Please delete the posting as soon as the position is filled. It reflects poorly on your organization to have active postings on positions no longer available.



Technical Assistance:



There is a “Technical Assistance” link on the home page, which is used to send an e-mail to aebsupport@taese.org.



NOTE:

- ✓ Job postings, as well as any deletions or modifications, made to an existing posting will be uploaded or updated/deleted as requested within 5 days of your submission.
- ✓ All jobs are deleted after 60 days unless contact is made with the site administrator via email at azeducationjobs@yahoo.com indicating the desire for an extension. If an application deadline is indicated in the posting, the posting will be removed after that date.
- ✓ Once you have filled your posted position(s), go to the [Delete/Modify a Job Posting](#) link on the “Post a Job” page. Complete the “Delete a Vacancy” form and mark that the position has been filled.
- ✓ You will receive a follow-up e-mail asking about the posting. Please take the time to respond to this e-mail as this data you provide is recorded and shared.

Every job posting has the potential to be viewed by the hundreds of job posters and job seekers who visit the Arizona Education Employment Board each day. Taking the time up front to plan and craft your job posting is important. The impression you leave can be lasting and might be the difference between filling your position and losing out on a qualified applicant.