ARIZONA EDUCATION EMPLOYMENT BOARD

The Arizona Education Employment Board (AEEB) is a one-stop recruitment resource for the state of Arizona. It is a FREE service of the Arizona Department of Education designed to assist educational entities across the state in attracting high quality professionals to the field.

JOB SEEKERS

EMPLOYERS

GUIDANCE DOCUMENT ON DEVELOPING AN EFFECTIVE JOB POSTING

ARIZONA DEPARTMENT OF **EDUCATION**

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ARIZONA EDUCATION EMPLOYMENT BOARD

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.

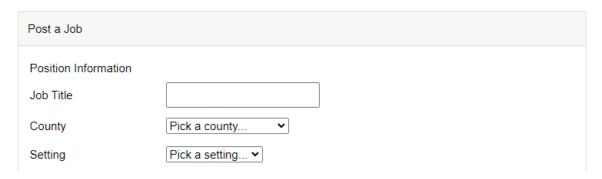- ✓ **Do not create a job posting to advertise a job fair.**

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

Position to Post:

Post a Job	
Position Information	
Job Title	
County	Pick a county...
Setting	Pick a 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 <u>where the job is located</u>.

Pick a county...
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	
Address	
City	
State	
Zip	
Website	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	
Telephone	
Extension	
Fax	
Email Address	

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.
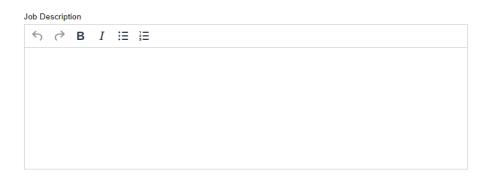
Choose a Category:

Elementary

- [ ] 1st Grade
- [ ] 2nd Grade
- [ ] 3rd Grade
- [ ] 4th Grade
- [ ] 5th Grade
- [ ] Administration
- [ ] Art
- [ ] Athletic Coaching
- [ ] Counselor
- [ ] Drama
- [ ] ESL/ELL/Bilingual
- [ ] Foreign Language
- [ ] Gifted and Talented
- [ ] Homeroom
- [ ] Kindergarten
- [ ] Language Arts
- [ ] Library Media Specialist
- [ ] Mathematics
- [ ] Music/Band/Orchestra
- [ ] Physical/Health Education
- [ ] Reading Specialist
- [ ] Resource Teacher
- [ ] Science
- [ ] Social Studies
- [ ] Technology

Early Childhood

- [ ] Dev. Special Instruction
- [ ] Early Childhood
- [ ] Early Childhood Spec. Ed.
- [ ] Head Start

Middle School

Classified Staff

- [ ] Bus Driver/ Monitor
- [ ] Business/Office Manager
- [ ] Campus Monitor/ Security
- [ ] Custodial
- [ ] Dance
- [ ] Food Service
- [ ] Health Office Aide
- [ ] Instructional Asst./Paraprof.
- [ ] Maintenance
- [ ] Parent/Family Liaison
- [ ] Registrar/Enrollment
- [ ] School Crossing Guard
- [ ] Secretary/Admin. Assistant

High School

- [ ] Administration
- [ ] Advanced Placement
- [ ] Alternative Placement
- [ ] Art
- [ ] Athletic Coaching
- [ ] Biology
- [ ] Business
- [ ] Career & Technical
- [ ] Chemistry
- [ ] Counselor
- [ ] Dance
- [ ] Drama/Debate
- [ ] Earth Science
- [ ] Economics
- [ ] Engineering
- [ ] ESL/Bilingual
- [ ] Foreign Language
- [ ] Geography

Special Education

- [ ] Adaptive Physical Education
- [ ] Administration
- [ ] Alternative Placement
- [ ] Audiologist
- [ ] Behavior Specialist
- [ ] Gifted / Talented
- [ ] Hearing Impaired
- [ ] Occ. Therapists/Assistants
- [ ] Phys. Therapists/Assistants
- [ ] School Psychologist
- [ ] Sign Language Interpreter
- [ ] Spch Lang. Path./Assistants
- [ ] Spec. Ed. Teacher (Elem.)
- [ ] Spec. Ed. Teacher (H.S.)
- [ ] Spec. Ed. Teacher (M.S.)
- [ ] Special Education Coordinator
- [ ] Special Education Director
- [ ] Teacher Assistant/ Paraprofessional Spec. Ed.
- [ ] Vision Impaired

Other

- [ ] Academic Coach
- [ ] Adult Education
- [ ] Arizona Dept. of Education
- [ ] Athletic Director
- [ ] AZ Early Intervention
- [ ] Before/After School Programs
- [ ] Dean of Students
- [ ] Director
- [ ] Higher Education
- [ ] Homebound Teacher

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 <u>fifth-grade drama teacher</u> under "<u>5th grade</u>" and "Elementary - <u>Drama</u>."

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:
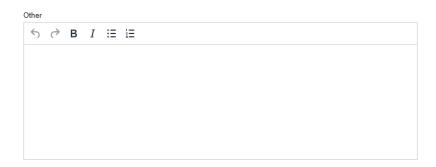
- **Position Description:** Worksite location; full time/part time; if the position is working with students, include grade/age; for special education, include the subject area and the special needs student population.
- **Tasks:** Using bullets, list approximately five of the most relevant daily tasks, 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

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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.

Submit

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

Delete or Modify a Vacancy:

DELETE/MODIFY
A JOB POSTING

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 **aeebsupport@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.