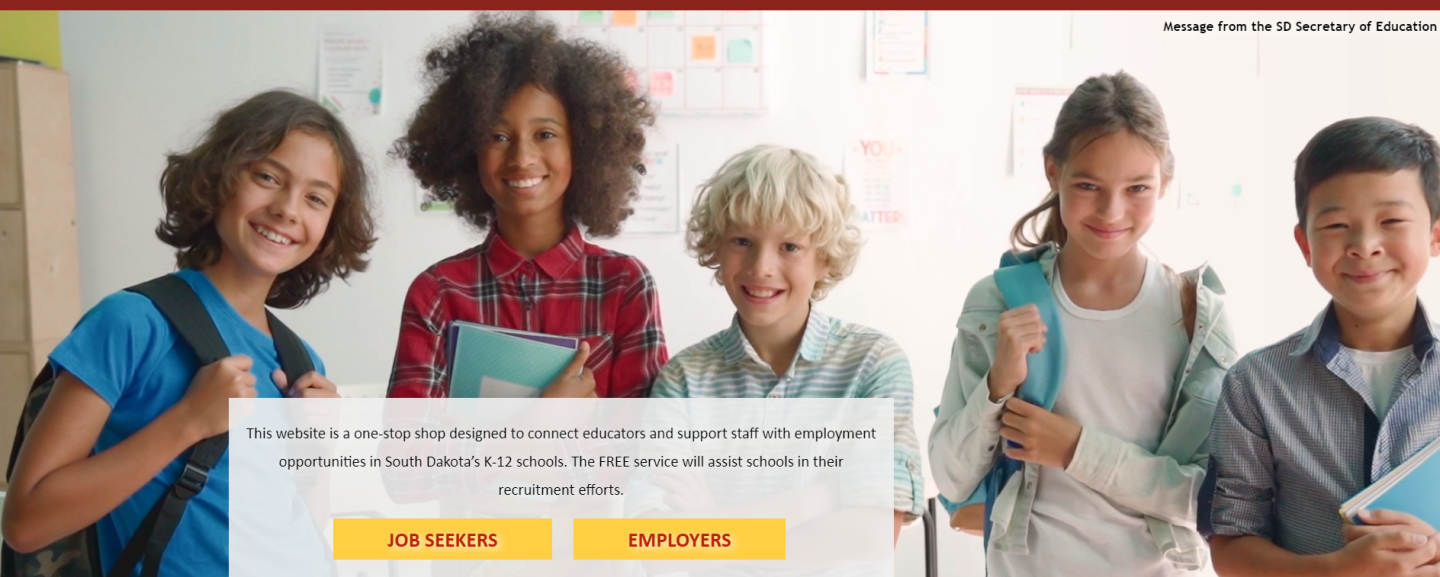


Message from the SD Secretary of Education



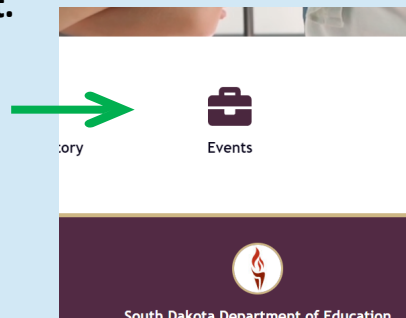
GUIDANCE DOCUMENT ON DEVELOPING AN EFFECTIVE JOB POSTING

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 TeachInSD: Education Employment System is a free service for all South Dakota public education agencies seeking educational employees. Only these entities can post on the TeachInSD website. 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 use the Post a Job form to advertise an event.**
There is a separate place to advertise event on the home page of the TeachInSD website. To post an event, e-mail sdsupport@taese.org.



Position to Post:

Post a Job

Position Information

Job Title

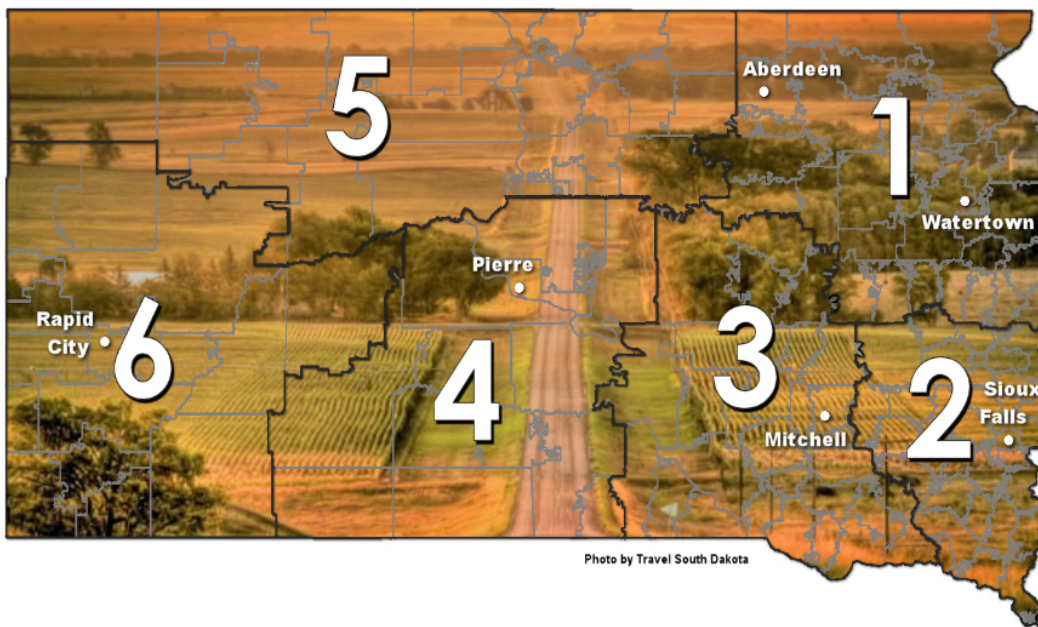
Region

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.

Region: Indicate the region where the job is located.



Region 1 - Glacial Lakes
 Region 2 - Sioux Falls Metro
 Region 3 - James River Valley

Region 4 - Missouri River
 Region 5 - Northern Grasslands
 Region 6 - Black Hills & Badlands

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="https://"/>

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

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

Website: Enter the website of the district/school. For example: *http://www.name.edu*

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 the person 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:

Administration & Directors	Special Education	Secondary School
<input type="checkbox"/> Athletic Director <input type="checkbox"/> Central Office <input type="checkbox"/> CEO Educator <input type="checkbox"/> Curriculum Director <input type="checkbox"/> Other <input type="checkbox"/> Principal/Asst. Principal <input type="checkbox"/> School Business Official <input type="checkbox"/> South Dakota Department of Education <input type="checkbox"/> Special Education Director <input type="checkbox"/> Superintendent/Asst. Supt. <input type="checkbox"/> Technology Coordinator/Director/Integrationist	<input type="checkbox"/> American Sign Language Instructor <input type="checkbox"/> Blind or Visually Impaired <input type="checkbox"/> Braille Education <input type="checkbox"/> Deaf or Hearing Impaired <input type="checkbox"/> Gifted Education <input type="checkbox"/> K-12 Adapted Physical Education <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Other <input type="checkbox"/> Physical Therapist <input type="checkbox"/> School Psychologist/Examiner <input type="checkbox"/> School Social Worker <input type="checkbox"/> Special Education <input type="checkbox"/> Speech/Language Pathologist/Asst.	<input type="checkbox"/> Art/Music/Theatre <input type="checkbox"/> Athletic Coaching <input type="checkbox"/> Career & Technical Education <input type="checkbox"/> Classroom Technology/Computer Science <input type="checkbox"/> Distance Educator <input type="checkbox"/> Drivers Education <input type="checkbox"/> English as a New Language <input type="checkbox"/> English Language Arts <input type="checkbox"/> Foreign and World Languages <input type="checkbox"/> Health/Physical Education <input type="checkbox"/> Jr ROTC <input type="checkbox"/> Mathematics <input type="checkbox"/> Other <input type="checkbox"/> Reading <input type="checkbox"/> School Counselor <input type="checkbox"/> School Library <input type="checkbox"/> School Nurse <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> South Dakota Indian Studies
Classified Positions	Elementary	
<input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Bus Driver/Monitor <input type="checkbox"/> Campus Security/Officer <input type="checkbox"/> Custodial/Maintenance <input type="checkbox"/> Food Service <input type="checkbox"/> Other <input type="checkbox"/> Paraprofessional/Aide <input type="checkbox"/> Substitute Teacher	<input type="checkbox"/> Art/Music/Theatre <input type="checkbox"/> Athletic Coaching <input type="checkbox"/> Classroom Technology/Computer Science <input type="checkbox"/> Distance Educator <input type="checkbox"/> ELA/Reading <input type="checkbox"/> Elementary <input type="checkbox"/> English as a New Language <input type="checkbox"/> Foreign and World Languages <input type="checkbox"/> Health/Physical Education <input type="checkbox"/> Lakota Language and Culture <input type="checkbox"/> Mathematics <input type="checkbox"/> Other <input type="checkbox"/> Reading <input type="checkbox"/> School Counselor <input type="checkbox"/> School Library <input type="checkbox"/> School Nurse <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> South Dakota Indian Studies	

NOTE: Based on the position you are posting, choose only the relevant category. Occasionally, a position may be appropriate for more than one sub-category. For example: Secondary PE/Coach would be posted under the High School category, with “ Health/Physical Education ” and “ Athletic Coaching ” selected.

Job Description:

Job Description

← → **B** *I* ☰ ☷

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

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.

Removing a Job Posting:

ARE YOU A REGISTERED EMPLOYER?

Please do not DELETE your vacancy, unless you have a duplicate posting. We keep data on postings, so if you need to remove a job posting, please select filled or expired.

ARE YOU A GUEST EMPLOYER?

Use the 'Delete/Modify a Job Posting' form to submit a request to change a posted position or to delete a position. Changes made to an existing posting will be updated as requested within 72 hours of your request.



Delete/Modify
a Job Posting

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

- ✓ All jobs are deleted after **45** days unless contact is made with the site administrator via email at sdsupport@taese.org indicating the desire for an extension.
- ✓ 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 TeachInSD: Education Employment System 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.

Technical Assistance:

The TeachInSD: Education Employment System is brought to you by the [South Dakota Department of Education](#).
Technical Support: sdsupport@taese.org (24/7)

ACCESSIBILITY | NONDISCRIMINATION | DISCLAIMER



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