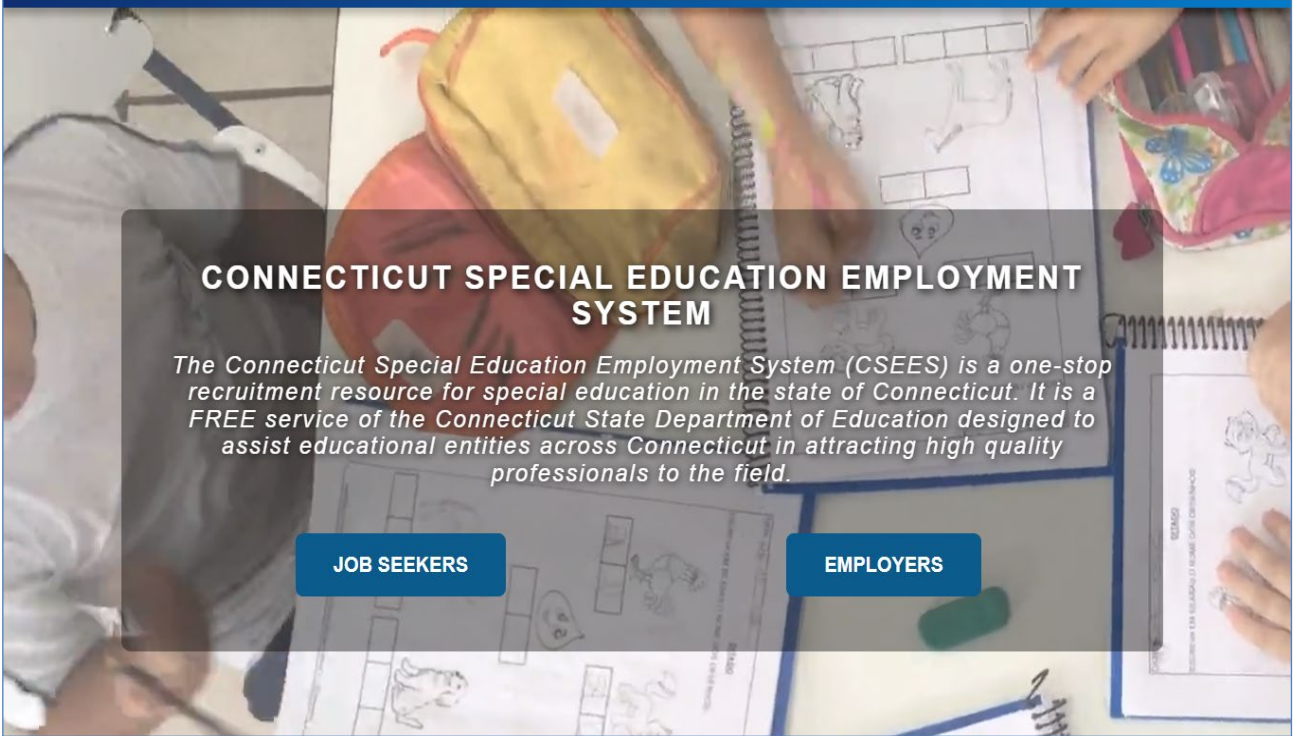




CSDE  
Commissioner's  
Welcome



## CONNECTICUT SPECIAL EDUCATION EMPLOYMENT SYSTEM

*The Connecticut Special Education Employment System (CSEES) is a one-stop recruitment resource for special education in the state of Connecticut. It is a FREE service of the Connecticut State Department of Education designed to assist educational entities across Connecticut in attracting high quality professionals to the field.*

JOB SEEKERS

EMPLOYERS

## GUIDANCE DOCUMENT ON DEVELOPING AN EFFECTIVE JOB POSTING

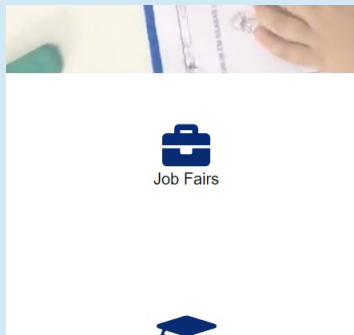


***The purpose of this guide is to help you develop a post for a job vacancy that is easy to understand and interesting and informative to job seekers.***

The Connecticut Special Education Employment System (CSEES) is a one-stop recruitment resource for special education in the state of Connecticut. Only these entities can post on the CSEES. 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. 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:** “Special Education Teachers,” “K–12 Special Ed Positions,” - 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 CSEES. To post a job fair, e-mail [CTsupport@taese.org](mailto:CTsupport@taese.org).***

## Position to Post:

### Post a Job

Position Information

Job Title

RESC

**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.

**RESC:** Indicate the Regional Educational Service Centers (RESCs) where the job is located.

RESC

Organization Information

Organization Name

Address

City

Pick a RESC... ▼

Pick a RESC...

CREC

CES

EdAdvance

ACES

EASTCONN

LEARN



## 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.

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## Contact Information 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:

### SPECIAL EDUCATION

- Blind K - 12
- 
- Early Childhood Special Education
- Elementary Special Education
- Hard of Hearing PreK - 12
- High School Special Education
- 
- K-12 Comprehensive Special Education
- Middle School Special Education
- Paraprofessional
- Partially Sighted PreK -12
- Special Education Administration

### RELATED SERVICES

- Occupational Therapist
- Physical Therapist
- School Counselor
- School Psychologist
- School Social Worker
- Speech-Language Pathologist

**NOTE:** Based on the position you are posting, choose only the relevant job title under the category.



## 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 / 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 district/school*
- ❖ *Location*
- ❖ *Keywords that describe the district or what is important to the district*
  - ❖ *Special recognition the district has received*
  - ❖ *Company and workplace culture*

Terms sometimes seen include - Competitive Pay, "A" Rated District, 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.

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## 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.

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## 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 [CTsupport@taese.org](mailto:CTsupport@taese.org).



### NOTE for GUEST Employers:

- ✓ 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 [CTsupport@taese.org](mailto:CTsupport@taese.org) indicating the desire for an extension.
- ✓ 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 Connecticut Special 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.***