



Program Administrator Job Board Posting Instructions

Overview

The Job Board enables Program Administrators to post job based on type of job, job title, minimum qualifications, as well as upload a customized job description. Individuals can log in and search for jobs and contact Program Administrators to learn more about the application process, and submit their Registry verified Education and Training Report and resume.

- Log in with your email and password
- Your Program must already have Administrative Access to use the Job Board function
- From the “Manage Job Board Postings”, Edit posts, Post New Jobs, or Run Posting Report

Post Job (posts for 30 days)

1. Click on Program Administration in the left hand tool bar, then “Manage Job Board Postings”.
2. Click on “Post New Job” Fill in Fields:
 - Position Category
 - Position Keyword
 - Age Group Served
 - City and/or County Additional Keywords

Post Features

- By Site or multi-site organization
- Summary of job description
- Minimum qualifications
- Highest Education Level required
- Number of ECE/CD units completed
- Child Development Permit or credential required
- Upload Job Description
- Unpost/Repost
- Unpost to add a job filled date

Manage Job Board Postings

Welcome to the Registry Job Board. This board is designed to provide you with a site to post and manage open jobs for the site or sites that you have administrative access over.

Please review the job board instructions before beginning use. They give you details on the functionality. You can access them by [clicking here](#). When you are ready, click the Post New Job link below to begin.

POSTING HISTORY

OPEN				
	Posting Date	Position	Employer	Status
EDIT	02/10/2015	Floater	Test School	OPEN

[Post New Job](#) [Run Posting Report](#)

Add Posting

Employer Information

* Employer:
Please Select

Employer Address:

* Contact Name:

* Contact Email Address:

Job Information

* Position Category:
Please Select

* Registry Job Title:

Actual Position Title (If different):

* Age Group of Population Served:
Please Select

* Summary of Job: (max length 500 characters)

Need Help? Contact the Registry Help Desk

If you have questions please contact the Registry by email at caregistry@ccala.net, use Chat or Support features on the website, call (888) 922-4453 (operated Monday to Friday from 8am to 5pm), or [search the Help Desk](#).