JOB BOARD UPDATE INSTRUCTIONS

The ISACS website allows members to post jobs that can be viewed by the public as well as other ISACS members.

To access the JOB BOARD, you must first login:

1. Click <u>MEMBER LOGIN</u> on the left side of the homepage, <u>www.isacs.org</u>. The box below will appear.

MEMBER SCHOOLS						
Login Name	The Catherine Cook School					
Password						
	LOGIN					

- 2. In the light blue box, select your school from the drop-down list next to Login Name.
- 3. Type in your school's 3-digit numeric **Password** (or email <u>info@isacs.org</u> if you need assistance).
- 4. Click LOGIN.

If your login is successful, you will see a page displaying the school's name along the top. The screen should resemble the image below.

The JOB BOARD is accessed by clicking on the link on the left hand side of the webpage.

	Independent Schools Association of the Central States					
Post Job Opportunities	ISACS SCHOOL SCHOOL INFO ACCREDITATION JOB BOARD LOGOUT	ISACS SCHOOL School Info School update of gener information is CO To indicate that this school complete, please click the but	MPLETE. ol's update is not ton below.	chool update of accreditation information is COMPLETE. To indicate that this accreditation update is not complete, please click the button below. MARK ACCREDITATION AS NOT COMPLETE		
		General Information Click here to preview your school page on isacs.org. Main Campus: Other Campuses: *Grade Levels: 1165 N. Clark St., Suite 311 [Add Campus] 1-12 Street Address: Web site: *Member Status/Year: 1165 N. Clark St., Suite 311 Web site: *Member Status/Year: Chicago IL 60610 www.isacs.org Full / 0				

To add a job, click on

ADD NEW JOB

and enter:

- 1. Date Posted
- 2. Date Expires (the system default will automatically allow for the position to be posted for one month. You can enter any expiration date and the system will automatically delete the job posting on that date.
- 3. Job Position (select from the drop-down menu).
- 4. Job Title
- 5. Contact Name
- 6. Contact Email
- 7. Description

Scroll down and click **SUBMIT** to ensure the job posting is recorded.

Please note: the job description will be posted using the font and text styles of the ISACS website. All formatting will be removed from your post with the exception of bold, italics, underline and carriage returns. If you would like to post bullets or a hyperlink, please email <u>info@isacs.org</u> for assistance.

Any current job listings will appear on the Current Openings page of the Career Center on <u>www.isacs.org</u> and will remain in the database until the expiration date. At that time it will be automatically deleted from the ISACS database. The expiration date can be extended at any time by logging back into this page.

NOTE: Job postings can be made by your school anytime throughout the year using the same login procedure.