

DESE Vacancy

Add content – Add Content – Vacancy

Fill in Vacancy Title, Select Office type, fill in Job Order Number

Start typing in the section and it will auto-fill it if it's been added already. (if the section you need does not display, go to the last page of this document titled "Adding a Section")

Select Type, Salary and checke Benefits for DESE Vacancies (if it's a part-time job, don't check)

The screenshot shows a web application interface for creating a vacancy. At the top, there is a navigation bar with icons for Dashboard, Content, Structure, People, Configuration, Reports, and Help. Below the navigation bar, the breadcrumb trail reads 'Home > Add content' and the page title is 'Create Vacancy'. The main content area is a form with several sections:

- Vacancy ***: A section header.
- Requirements**: A section header.
- Application Info ***: A section header.
- Vacancy Title ***: A text input field.
- HR Office ***: A dropdown menu with 'DESE Main Office' selected.
- Job Order Number**: A text input field.
- SECTION/SCHOOL ***: A section header with a search dropdown and a 'Show row weights' link.
- Type ***: A dropdown menu with 'Full-Time' selected.
- Salary**: A text input field.
- Benefits**: A checkbox.

Select Requirements section

Add Ed and Experience, Knowledge Skills and Abilities and Examples of Work Performed. You will add additional ones by choosing add another item.

Create Vacancy

Vacancy *	
Requirements	
Application Info *	
	EDUCATION AND EXPERIENCE Show row weights
	+ <input type="text"/>
	<input type="button" value="Add another item"/>
	KNOWLEDGE, SKILLS & ABILITIES Show row weights
	+ <input type="text"/>
	<input type="button" value="Add another item"/>
	EXAMPLES OF WORK PERFORMED Show row weights
	+ <input type="text"/>
	<input type="button" value="Add another item"/>

Select Application Info

Select App. Deadline Type, Fill in date if applicable

Create Vacancy

Vacancy *	
Requirements	
Application Info *	
	Application Deadline Type *
	Specific Date ▼
	APPLICATION DEADLINE DATE *
	Date
	<input type="text" value="04/22/2014"/>
	E.g., 04/23/2014
URL path settings Automatic alias	<input checked="" type="checkbox"/> Generate automatic URL alias Uncheck this to create a custom alias below.
Revision information No revision	URL alias
Node Class settings	<input type="text"/>
Authoring information By Istrange	Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.
Publishing options Published	
<input type="button" value="Save"/>	<input type="button" value="Preview"/>

Then select save

This will automatically save to the DESE HR vacancy list.

To copy a vacancy

Obviously, you'll have many vacancies with the same or very similar data, so there is an option to copy (clone)

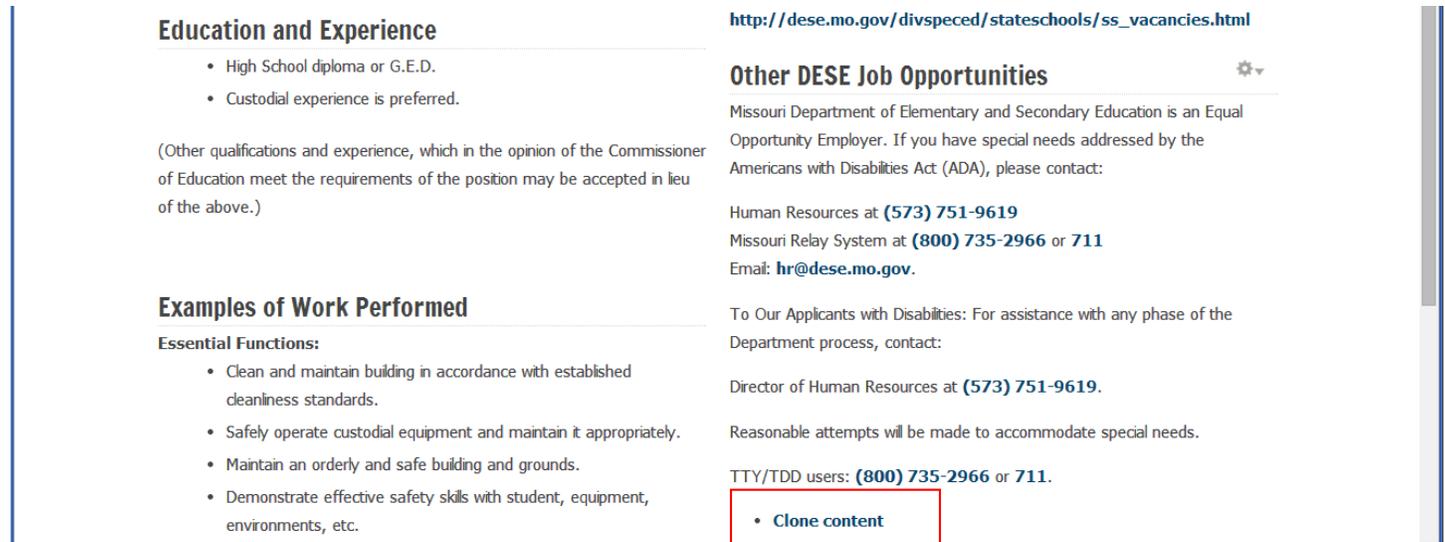
You can either go to:

Content – Find content – filter by type: Vacancy and hit enter, it will display both DESE and MSSD vacancies here.

Select the vacancy title

Or browse to one of your vacancies while you are logged in.

You will choose the “Clone content” button in the lower right.



The screenshot shows a web page for 'Other DESE Job Opportunities'. On the left, there are sections for 'Education and Experience' and 'Examples of Work Performed'. On the right, there is contact information for Human Resources and a 'Clone content' button highlighted with a red box.

Education and Experience

- High School diploma or G.E.D.
- Custodial experience is preferred.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

Examples of Work Performed

Essential Functions:

- Clean and maintain building in accordance with established cleanliness standards.
- Safely operate custodial equipment and maintain it appropriately.
- Maintain an orderly and safe building and grounds.
- Demonstrate effective safety skills with student, equipment, environments, etc.

http://dese.mo.gov/divspeced/stateschools/ss_vacancies.html

Other DESE Job Opportunities

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact:

Human Resources at **(573) 751-9619**
Missouri Relay System at **(800) 735-2966** or **711**
Email: hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, contact:

Director of Human Resources at **(573) 751-9619**.

Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: **(800) 735-2966** or **711**.

• **Clone content**

Change the Vacancy title and any other information with that copied vacancy and then save. It has now created a new vacancy.

Delete a vacancy

Content – Find content – locate in the list and hit delete OR locate in the list, select “edit”, then delete at the bottom.

Add a Section to Display for Your Vacancy

Sometimes the section will not be in Drupal's Section database. To add:

Content – add content

Select Section/School – enter Section name – Office associated with and Region (city)

Select Human Resources as your Editorial Section

Home > Add content
Create Section/School

Section/School *	Name * <input type="text" value="Federal Programs"/>
Contact Info *	Office <input type="text" value="Quality Schools"/> <small>Leave blank if this Section or School is not associated with a particular division.</small>
	Region * <input type="text" value="Jefferson City ✕"/> <small>The general location of this Section or School. Used in vacancy listings. You may select more than one.</small>
Editorial Settings *	Editorial Section * <input type="text" value="-Human Resources"/>
URL path settings <small>Automatic alias</small>	

Select Contact Info on the left

Enter Address, City, State, Zip Code and phone (HR's phone number in this case b/c you're the initial contact.

Hit save. It will now show in your section list.

Home > Add content
Create Section/School

Section/School *	ADDRESS	
Contact Info *		
		Address 1 * <input type="text" value="205 Jefferson St."/>
		Address 2 <input type="text"/>
		City * <input type="text" value="Jefferson City"/> State * <input type="text" value="Missouri"/>
	ZIP Code * <input type="text" value="65101"/>	
	Phone * <input type="text" value="573-751-9619"/>	

How to force a vacancy to display at the top of the vacancy list

Go to content – vacancies – and search for specific vacancy – click edit

Scroll down to Publishing options on the left directly above the save button – check “Sticky at top of lists”