

MSSD Vacancy

Create a Vacancy

Add content – Add Content – Vacancy

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

Start typing in the school name and it should locate it in and auto-fill it

School Name is already associated with either Area I, II or III and then knows which contact information to display.

You have the option of adding another school if the positions is shared between one or more schools.

Select Type, Salary.

Keep benefits unchecked since your jobs have separate benefits from DESE's main office.

The screenshot shows a web application interface for creating a vacancy. At the top, there is a navigation bar with icons and labels 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 form area is divided into a sidebar on the left and a main content area on the right. The sidebar has three sections: 'Vacancy *', 'Requirements', and 'Application Info *'. The main content area contains the following fields and controls:

- 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 dropdown menu with a search icon and a magnifying glass icon. A link 'Show row weights' is visible to the right.
- Add another item**: A button below the SECTION/SCHOOL dropdown.
- Type ***: A dropdown menu with 'Full-Time' selected.
- Salary**: A text input field.
- Benefits**: A checkbox that is currently unchecked.

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

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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 MSSD vacancy list, depending if it's full, part or summer.

You can go back at any time and make edits to an existing vacancy.

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.