Early Care & Education Workforce Registry

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

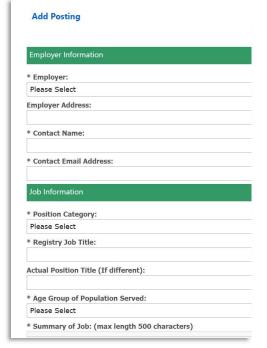
Age Group Served

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





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 HelpDesk.