Job Board Visitor Walkthrough

(Full walkthrough available by clicking Employer Walkthrough after registration and login)

Does your school, company, or organization have an open charter school position and would like to post it on a wider platform? Our Association job board is a one-stop shop for charter school opportunities across North Carolina. Use our job board to take some of the work in seeking applicants off your hands!

- **Employer registration is free and exclusive to Association Members!** Click the registration button, select your school / company / organization, and your information auto-populates making registration even easier!

- **Log in to access our Job Dashboard where you can post and edit jobs in real time!** No more sending an email and waiting for your job to get posted.

- **Get notified via email each time someone applies for your job!** This enables you to respond to applicants in a more-timely manner.

- **Our Job Dashboard contains an applicant list for each of your jobs!** Need to see all your applicants in one place? No problem!

- **Now including internships and volunteer opportunities!** Because these lead to careers!

Your job posting must meet the following criteria:

- **Your job must be relevant to the charter school sector.** The job can be with an actual charter school or with a company or organization that supports charter schools.

- **You must at least know what the job is, the role, the requirements, the location, and the Point of Contact.** Jobs will not be posted to our board without these details. The Point of Contact is **<u>not</u>** shared with an applicant until you contact them.

- **The job must be based in NC.** Only jobs based in-state will be posted to preserve relevance to the NC charter school sector.
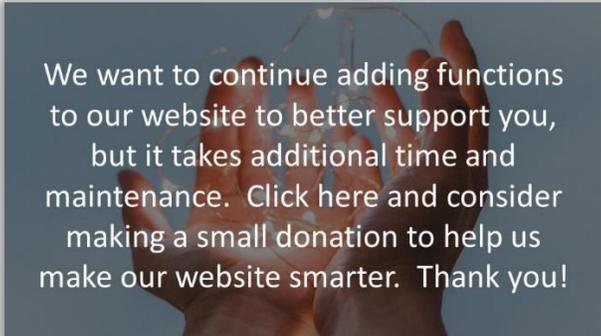
NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

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FAQs

Q: How do you keep the job board secure?

1. **We validate registration.** To register to post on the job board, one must select among the list of existing options preventing a spammer from making up a school or business name.

2. **We validate email.** Upon submitting the registration form, user registration is under pending status until the email recipient confirms his/her email address in their inbox. Also, no one can submit the same email address in more than one registration.

3. **Each member is only allowed one user account.** Allowing one account per school ensures the credibility of the job board. Visitors can feel more secure in that the information they see on the calendar is true and accurate. A member that tries to create a second account will receive a notification that registration has already been submitted and will not be allowed to proceed.

4. **We use anti-spam tools.** We enable the widely-used spam-fighting service Akismet to check each registration, and we use reCAPTCHA on the form to validate a human registrant.

5. **We do not share the employer's contact information on our job board.** As mentioned in step (14) of the walkthrough, visitors do not see the employer's contact information unless the employer contacts them.

6. **We allow site users and visitors to report suspicious information.** Below the calendar is a short form to report suspicious, inappropriate, unlawful, or irrelevant information on the calendar. This increases the accountability and credibility of our calendar.

We want to continue adding functions to our website to better support you, but it takes additional time and maintenance. Click here and consider making a small donation to help us make our website smarter. Thank you!

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Q: What content is prohibited from the job board?

A: Like most other sites that allow user-submitted content, the following is prohibited from our job board:

1. Content that is unlawful, libelous, defamatory, sexually explicit, obscene, abusive, violative of any third party's privacy rights, and/or contains personal information of third parties such as telephone numbers, street addresses, or email addresses
2. Vulgar language and inappropriate material
3. Content promoting dangerous activity
4. Content containing confidential, non-public information about NCAPCS
5. Photos, videos, software, comments, or other content that violates intellectual property rights of others
6. Content that degrades others based on gender, race, class, ethnicity, national origin, religion, sexual preference, disability, or other classification. This includes language intended to intimidate or incite violence.
7. Content that attacks someone personally or designed to provoke a negative response from one or more specific users (i.e., "trolling").
8. Content that provokes disruption to the NC charter school sector.
9. Content that is irrelevant to the NC charter school sector.
10. Instructions, software, links, or other materials that would harm other users' computers or allow other users to harm third parties, including without limitation by uploading viruses, worms, Trojan horses or other malicious, illegal, or unlawful code which is designed to interrupt, destroy, or limit the functionality of any software or hardware.
11. Links to an outside web site that displays inappropriate, malicious, untrue, inflammatory, unlawful or irrelevant content. This rule applies to mentioning or referencing a web site, even if the mention is not hyperlinked from your post. If you post a link or reference a web site that is inappropriate, NCAPCS may delete your user account.
12. Except for ticket sales, registration fees, and raffles, content that seeks commercial profit from the sale of products. Commercial activity is restricted to the Association Marketplace.
13. Content designed to encourage other users to violate these rules of conduct.

Q: How can I report issues, ask questions, or make suggestions about the marketplace?

A: You may submit a message through our Feedback form at the bottom of the calendar.