



The following tutorial is a reference for Detroit Head Start agencies to use in posting and managing Job Posts on DetroitHeadStart.com.

If you have questions, please contact:

- **Melissa Vander Laan**, cell: 248-219-1415, mvl@earlyworksllc.com
- **Jeseekia Vaughn**, cell: 313-759-3938, jeseekia@fullydeveloped.tech

Creating a Log-in and Password

Agency directors can determine who within the agency should have access to post jobs to the site. There is no restriction on the number of accounts per agency. We request you use your best judgment in limiting this.

Please submit a request for an account access via [this form](#). Individuals should expect to receive an email confirmation containing login credentials within 72 hours.

Publishing a Job Post

1. Login to www.detroitheadstart.com by visiting www.detroitheadstart.com/work-with-us and clicking on “**Head Start Login**” at the top of the page.
2. Click on “**Job Posts**”
3. Click on “**Add New**”
4. In the first field, enter the **TITLE** for your job post. For teaching positions, please specify Head Start, Early Head or Thrive by Five.

5. Under Publish, click “**Save Draft**”
6. Under **Categories**, select the appropriate Category:
 - Job Post - Admin & Operations (e.g. custodian, receptionist, cook)
 - Job Post - Child Care Partnership (any position with a CCP)
 - Job Post - Direct Service (e.g. home visitors, nutrition specialist, family service worker)
 - Job Post - Management & Program Support (e.g. peer coach, family advocate, program director)
 - Job Post – Teaching
7. Under **Tags**, choose from the most used tags, then click on your **agency name**.
8. Under **Job Posts**, complete all fields that apply (incomplete fields won’t appear on the site):
 - Job Title (Enter TITLE again)
 - Provider (Your agency name)
 - Center Name (if applicable)
 - Employment Type (full time, part time, contract, etc.)
 - Job Description/ Duties (Can include formatting in this field)
 - Requirements/ Credentials (Can include formatting in this field)
 - Benefits (including salary, paid time off, health care and/or professional development)
 - Employer Info (Please at least provide a link to the agency website)
 - How to Apply (Can include formatting in this field. Can link directly back to post/portal on agency website.)
9. Under Publish, select “**Preview**” to see what your post looks like
10. Under Publish, click on “**Publish**” to post your new job listing

Editing a Job Post

To modify the content for a Job Post:

1. Click on “**Job Posts**”
2. Click on your **job post title**
3. Modify the desired content
4. Under Publish, select “**Preview**” to see what your post looks like
5. Under Publish, click on “**Publish**” to post your new job listing

Deactivating a Job Post

Once a position is filled (or otherwise unavailable), the post can be deactivated (or “paused”) until needed again.

1. Click on “**Job Posts**”
2. Click on your **job post title**
3. Under Publish, next to Status, click on “**Edit**”
4. From the dropdown menu, select “**Draft**”
5. Click on “**OK**”
6. Under Publish, click on “**Update**”

Reactivating a Job Post

Reactive (and edit as needed) an old post/draft for a current opening:

1. Click on “**Job Posts**”
2. Click on your **job post title**
3. Under Publish, click on “**Publish**”

Deleting a Job Post

1. Click on “**Job Posts**”
2. Hover over your **job post title**
3. Under Job Posts, click on “**Trash**”
4. Hover over your job post title
 - To undo: click “**Restore**”
 - To delete: click “Delete **Permanently**”