



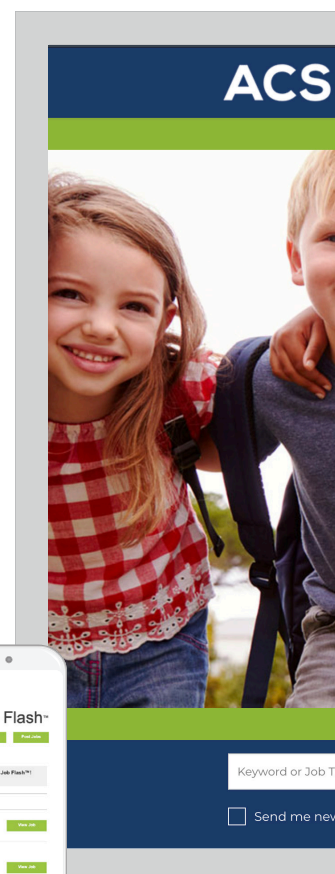
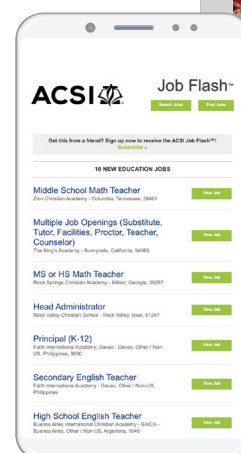
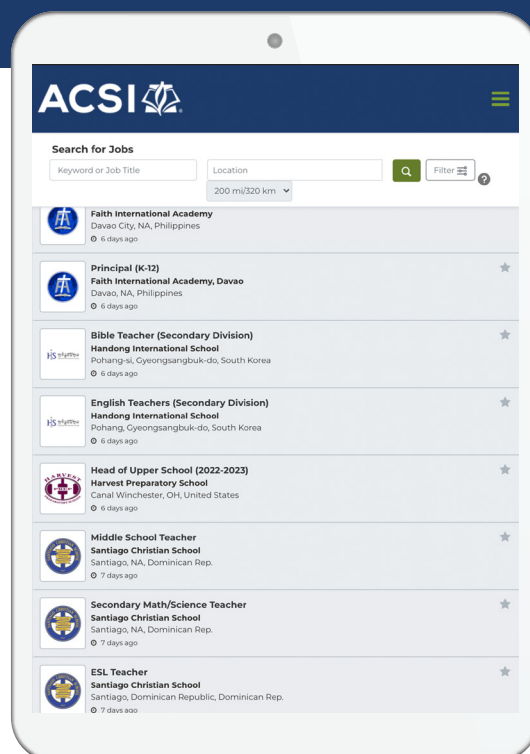
CAREER CENTER

EMPLOYER MANUAL



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Welcome to the ACSI Career Center

The ACSI Career Center is the leading online career center for Christ-centered educators. Employers can connect to both active and passive job seekers looking for new career opportunities.

100,000+

AVERAGE JOB
VIEWS/MONTH

6,747

REGISTERED
EMPLOYERS

23,552

REGISTERED JOB
SEEKERS

500+

AVAILABLE JOBS



To our US member schools currently in the ACSI Career Center, there are thousands of resumes posted in the “resume bank” from individuals looking for an opportunity to work in Christian schools all over the world. Many of those resumes are posted by candidates who do not reside in the United States. Of these candidates outside the US, one of them might be a perfect fit for your school; however, before entering any discussions, there are several things that must be considered in advance of any communication with a foreign candidate (by foreign candidate, we mean candidates who are currently not authorized to work in the United States and are living outside of the U.S.).

[MORE INFORMATION > HERE](#)

Employer Benefits

Fill your education jobs faster with the ACSI Career Center. It offers effective recruitment solutions that connect you with highly qualified Christ-centered educators.

Member schools are entitled to a voucher code upon checkout; you will not be charged. If you do not know the code, please contact ACSI Care Team.

Member School Job Posting Credits:

- US Schools: Five 60-day job posting credits
- International Schools: Eight 270-day job posting credits

Codes are provided by ACSI and are active October–September.

The best way to reach job seekers

Place your open positions where highly qualified Christ-centered educators go to advance their careers. Target candidates with ease by utilizing the following multi-channel approach:

Job Posting Upgrades

Premier location on the job board homepage, highlighted job remains at the top of search results, and the job is distributed to a network of more than 1,000 recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.

Job Flash™ Email

Our most effective recruitment channel that emails your job directly to the inboxes of 12,000+ Christ-centered educators.

Resume Bank Access

Search, find, and contact the most qualified and relevant candidate for your open position.



TalentBoost



Social Boost



**Diversity/
Veterans**

ACSI **Job Flash™**
Search Jobs Post Jobs

Get this from a friend? Sign up now to receive the ACSI Job Flash™! [Subscribe >](#)

10 NEW EDUCATION JOBS

Middle School Math Teacher
Zion Christian Academy - Columbia, Tennessee, 38401 [View Job](#)

Multiple Job Openings (Substitute, Tutor, Facilities, Proctor, Teacher, Counselor)
The King's Academy - Sunnyvale, California, 94085 [View Job](#)

MS or HS Math Teacher
Rock Springs Christian Academy - Milner, Georgia, 30257 [View Job](#)

Head Administrator
Rock Valley Christian School - Rock Valley, Iowa, 51247 [View Job](#)

Principal (K-12) [View Job](#)

ACSI

Home / Resume Bank

Resume Bank®

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$0.00 (members pay just \$29.00). If the candidate is not interested, you pay nothing!

OFCCP data collection: [Add New](#) | [Use Saved](#)

Resume Search
Keyword or Candidate ID Search Filter

This Site's Results

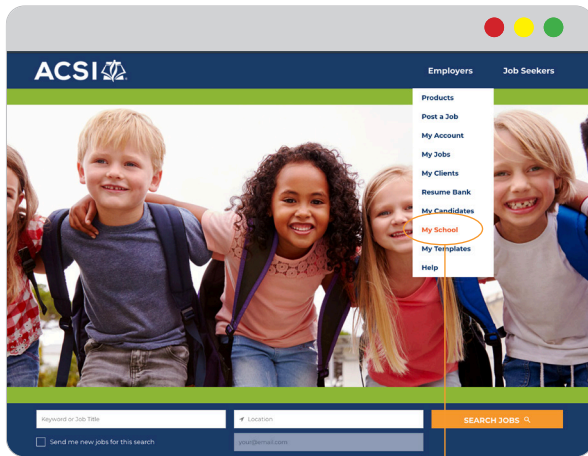
6233 Results Sort 1 - 20 of 6233 << 1 2 3 >>

Updated 22 days ago
High School Teacher
Okinaava (Japan)
ID: #10049207
Current / Recent
History / Qualifications
Company: DoDEA VHS
Relocate: Yes
Security Clearance: Active - Secret

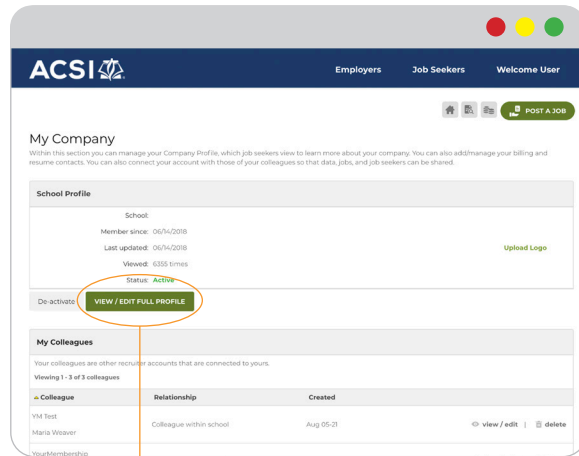
Updated 26 days ago
TEACHER & HEAD OF DEPARTMENT F...
San Diego, California (United States)
ID: #9901337
Current / Recent
History / Qualifications
Company: BRENT INTERNATIONAL SC...
Relocate: Yes
Security Clearance: None

Detailed company profile and logo upload capabilities

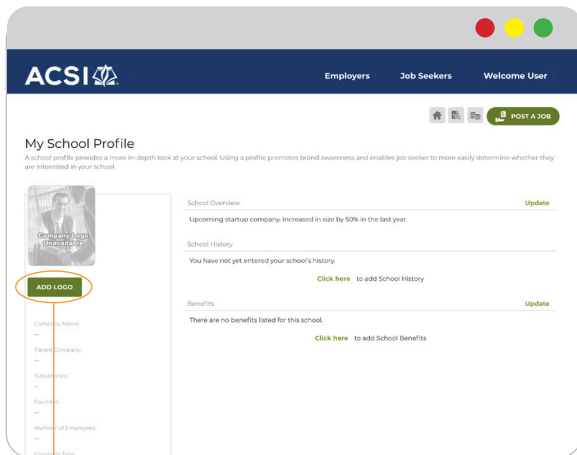
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The ACSI Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



Employers > My School

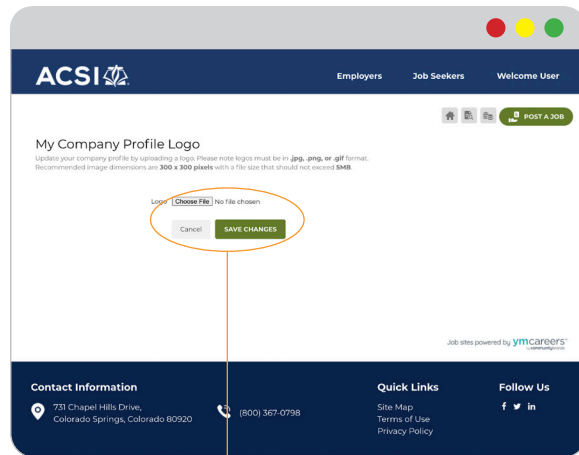


View/Edit Company Profile



Add logo

Logos must be in .jpg, .png, or .gif format.
Recommended:
Dimensions - 300 x 300 pixels.
File size - Should not exceed 5MB



Browse > Save Changes

Dashboard

ACSI Employers Job Seekers Welcome User

[Home](#) [Search](#) [Post a Job](#)

My Account

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

QUICK LINKS

- [Post a Job](#)
- [Products / Pricing / Specials](#)
- [Search Resumes](#)
- [Edit Account Settings](#)
- [Deactivate Account](#)
- [Terms & Conditions](#)
- [Privacy Policy](#)

Current Account Status

New Messages:	1 message(s)
Total Applicants:*	0 applicant(s)
Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

My Message Inbox these are messages you have received from candidates.

Inbox **Sent** Viewing 1 - 1 of 1 messages

From	Message	Received	Status	
Admin	Welcome!	Dec 08-20	Unread	view reply delete

[New Message](#) [Templates](#)

My Resume Contacts

These are candidates you contacted through the Resume Bank.

Currently no resume contacts

Job sites powered by **ymcareers**
by communitygroups

Contact Information **Quick Links** **Follow Us**

Receive & send messages directly from candidates to your account.

You can track how many applications you received.

My Jobs

ACSI

EmployersJob SeekersWelcome User

POST A JOB

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, school name, city or search by Job ID number

Show Advanced Search Options

SEARCH

View OFCCP Data

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Resume Bank

The screenshot shows the ACSI Resume Bank website. The header includes the ACSI logo, navigation links for Employers, Job Seekers, and Welcome User, and a POST A JOB button. The main content area is titled 'Resume Bank' and includes a search bar with a 'Search' button and a 'Filter' button. Below the search bar, there are four candidate cards, each with a title, location, ID, and company information. Callout boxes highlight the search and filter functionality.

Home / Resume Bank

Resume Bankⁱ

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$0.00 (members pay just \$29.00). If the candidate is not interested, you pay nothing!

OFCCP data collection: [Add New](#)

Resume Search

Keyword or Candidate ID

Search

Filter

This Site's Results

6234 Results

Sort 1 - 20 of 6234 << < 1 2 3 > >>

Updated: 24 days ago

High School Teacher
Okinawa (Japan)
ID: #10049207

Current / Recent [History / Qualifications](#)

Company: DoDEA VHS
Relocate: Yes
Security Clearance: Active - Secret

[Add to Cart](#) [View Candidate](#) [Bookmark](#)

Updated: 28 days ago

TEACHER & HEAD OF DEPARTMENT FOR RELIGIOUS STUDIES
San Diego, California (United States)
ID: #9961537

Current / Recent [History / Qualifications](#)

Company: BRENT INTERNATIONAL SCHOOL
Relocate: Yes
Security Clearance: None

[Add to Cart](#) [View Candidate](#) [Bookmark](#)

Updated: 1 day ago

Teacher
Cleburne, Texas (United States)
ID: #9544067

Current / Recent [History / Qualifications](#)

Company: Cleburne ISD

Updated: 3 months ago

English Teacher
Santiago, Isabela (Philippines)
ID: #9710376


Current / Recent [History / Qualifications](#)




Company: Nav Pvi Taw International Science Academy

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

Templates

ACSI  **Employers** **Job Seekers** **Welcome User**

   **POST A JOB**

My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

Create Letter Template




My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.
Viewing 1 - 1 of 1 filters

 Filter	# Questions	Added	Updated	
[no name]	1	Dec 18-20	--	 view / edit  delete

Create Filter Template


Job sites powered by **ymcareers**
by communitybrands

Contact Information **Quick Links** **Follow Us**

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

Post a Job

1. On the main employer account page, under **“Quick Links,”** click **“Post a Job.”**
2. Select **“Type of Job Posting”** and enter job details; click **“Continue.”**
Member schools: apply voucher code upon checkout and you will not be charged.
US Schools: choose 60-day job posting option.
International Schools: Choose 270-day job posting.
3. Select any additional add-ons or upgrades.
4. Submit payment information.

ACSI  Employers Job Seekers Welcome User

POST A JOB

Post / Create A Job

Use the form below to post your job opening if you are the school's primary contact. **U.S. member schools, choose the 60-Day option** to take advantage of your five complimentary postings. **International schools, choose the 270-Day option** to take advantage of your eight complimentary postings.

Please use the voucher code for member schools upon checkout and you will not be charged. If you do not know the code, please contact the ACSI Care Team at 800-367-0798.

We recommend that you don't select the Job Flash package unless you have used all of your free postings. Choosing the "Featured Upgrade" on page 2 will give you the same benefit for \$129.

If you have any questions or encounter any problems, please contact YM Careers Customer Service at 860-437-5700.

Type of Job Posting		View complete product list
Product	Duration	Cost
<input checked="" type="radio"/> 30-Day Job Posting	30 days	\$109.00
<ul style="list-style-type: none">• Want your job Emailed to 12,000+ Christ-Centered Educators?• Add your job to Job Flash for \$129 by selecting the "Featured Upgrade" in the upgrade section during checkout!• Click to view the most recent send Job Flash™		
<ul style="list-style-type: none">• Additional Upgrades Available		

Choose the product that fits your current recruitment needs.

External Apply Methods

By filling out this section you are selecting how you want Job Applications sent to you. *Only fill out sections that apply to your preferences.*

EXAMPLES:

- If you want job seekers to be able to apply via email, add the email address you want those applications to be routed to
- If you want applications to be sent directly to your company OR School website, fill out the Apply URL section
- If you want applications sent directly to your Employer account on ACSI's job board, select the "Allow Online Applications" option in the section below

NOTE:

- Multiple options may be selected but are not required
- Your contact name and email address will not be displayed publicly

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Apply via Job Board

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

☒ **Allow Online Applications**

☐ **Jane Doe**
Jane.Doe@email.com

First Name:

Last Name:

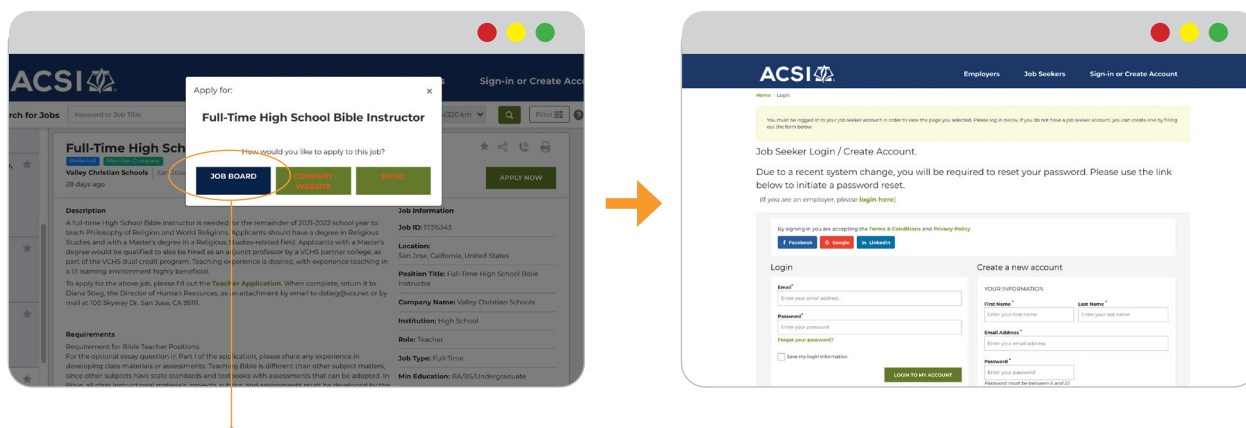
Email:

By ticking off this box, you are giving job seekers the option to apply through the career center. Job applications through this option are found inside your employer account.

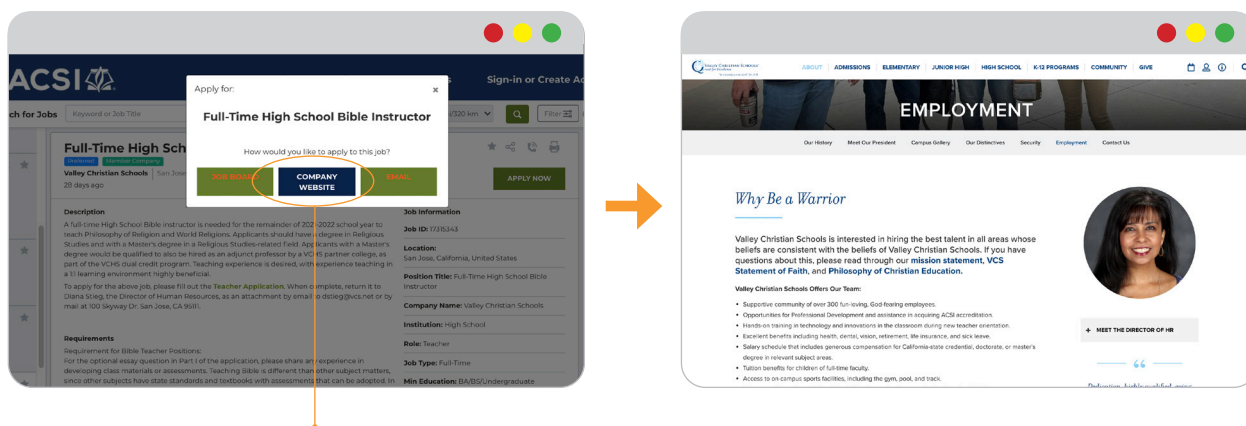
Add the **"Apply URL"** to this box so job seekers will be redirected to a company website where they have an option to apply for the job outside the career center.

"Email Apply" is an option for the Employer to receive applications through their email. Add the email address here where you want to redirect the Job Seeker.

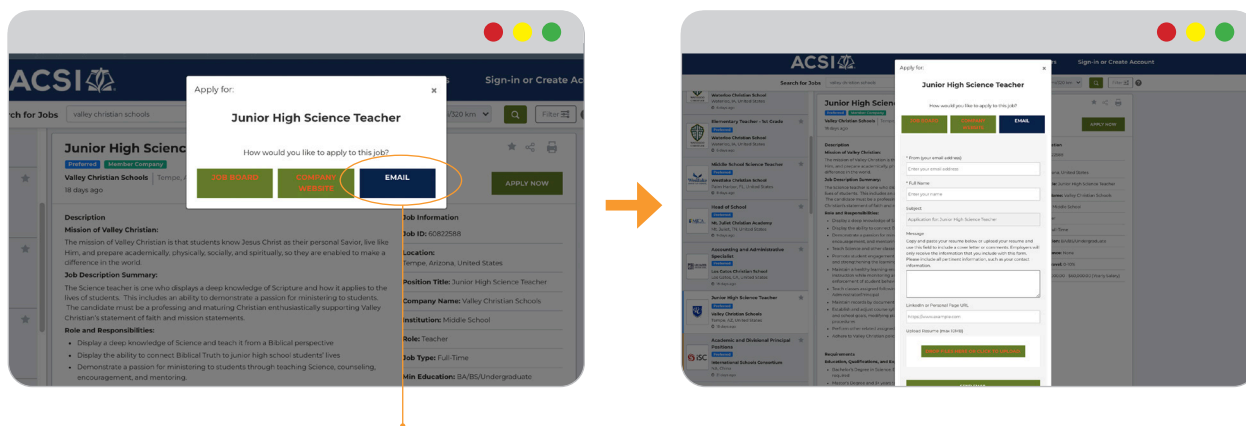
When a job seeker clicks the “**APPLY NOW**” button from the job search page, a pop-up window will appear with options on how they want to apply for the job.



If there's a “**JOB BOARD**” button, that means the employer allowed online applications.



If there's a “**COMPANY WEBSITE**” button, that means the employer added and Apply URL.



If there's an “**EMAIL**” button, that means the employer wanted to receive the applications through email.

Upgrade Your Posting

ACSI

Employers Job Seekers Welcome User

POST A JOB

Below are additional upgrades for your job ad. These upgrades will increase your ad's exposure - getting you more candidates faster!

Upgrade Your Posting

OPTIONAL: Would you like to increase the exposure of your job posting? Consider purchasing one of the Job Upgrades below.

Simply select an option below and upgrade your jobs today!

<input type="checkbox"/> Spotlight Upgrade	\$39.00
Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.	
<input type="checkbox"/> Featured Upgrade	\$129.00
When upgrading your job to a Featured posting, your job is not only visible on ACSI's Job Board listings. Your job will also be emailed directly to 12,000+ Christ-Centered Educators through our Job Flash Email!	
<input type="checkbox"/> Preferred Upgrade	\$79.00
Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.	

Attract Additional Candidates with the Upgrades Below

<input type="checkbox"/> \$199.00	TalentBoost Upgrade Please note: This upgrade is only available for US based jobs
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Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

Featured Upgrade

When upgrading your job to a Featured posting, your job is not only visible on ACSI's Job Board listings. Your job will also be emailed directly to 12,000+ Christ-Centered Educators through our Job Flash Email!

Preferred Upgrade

Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.

TalentBoost Upgrade

Your posting will be distributed through our network of more than 1,000 recruitment sites.

Social Boost

Ensure your job posting captures the attention of both active and passive candidates within the social channels they visit frequently by featuring the job in Twitter feeds, 10,300+ Twitter Jobs channels and LinkedIn.

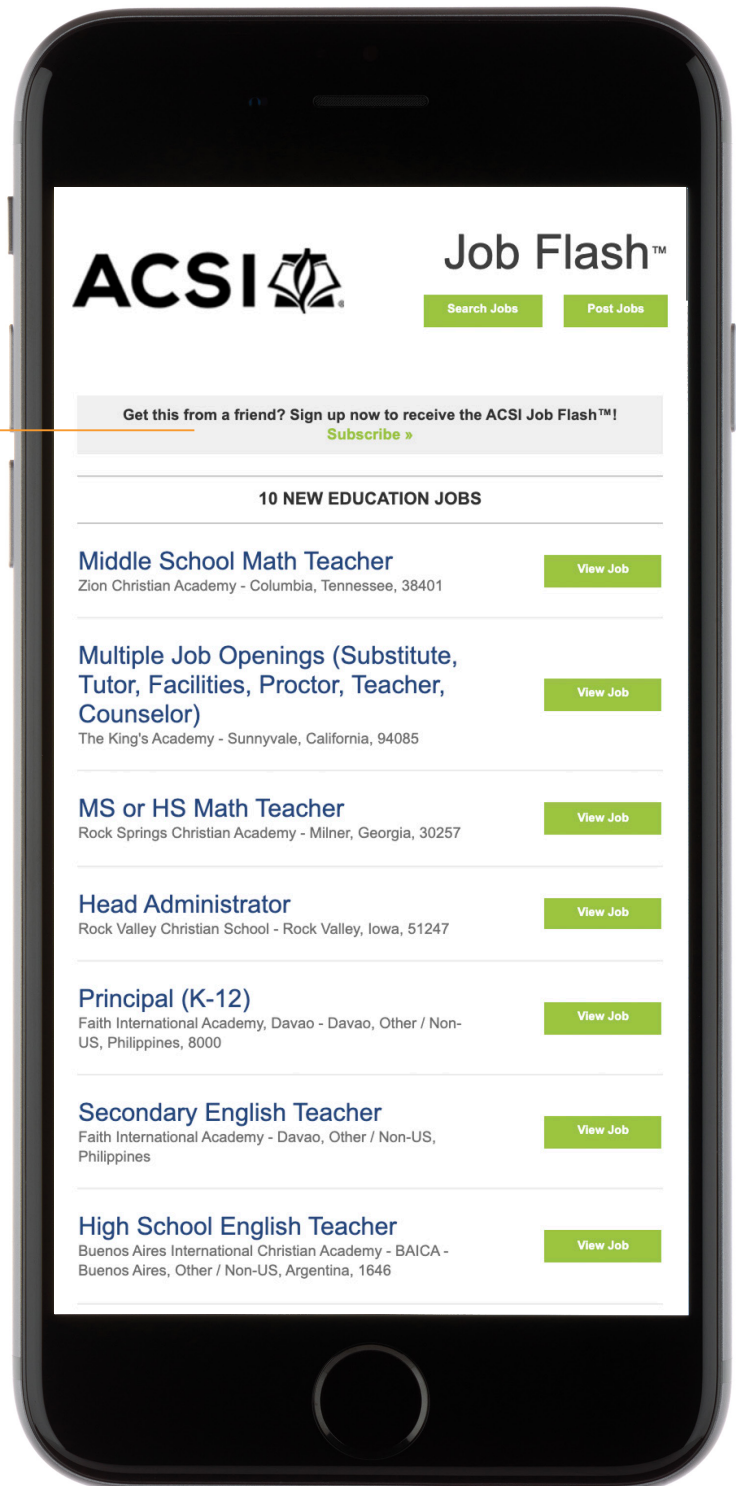
Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

Job Flash™ Email

Features

- Branded email featuring top jobs on the ACSI Career Center.
- To give your free posting an added boost, select the “Featured Upgrade” in the upgrade section during checkout. This will add your job to Job Flash that is emailed to 12,000+ Christ-Centered Educators for only \$129!



Edit Job Postings

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, school name, city or search by Job ID number

[Show Advanced Search Options](#)

[SEARCH](#)

View OFCCP Data

[Activate](#) [Stop](#) [Delete](#)

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Junior High Science Teacher Show Details	Tempe, Arizona, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Secondary Math Teacher Show Details	Johnson City, TN, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Accounting and Administrative Specialist Show Details	Los Gatos, CA, United States	07/14/2021	08/13/2021	Active	

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

☐ **Allow Online Applications**

[PREVIEW](#) [REPOST JOB](#)

Job sites powered by **ymcareers**
by communityconnect

On your **"My Jobs"** window, find the job you want to edit and hover on the icon under **"Action"** column, then click **"Edit."** Fill/edit the info required on the next page and once done, click the **"Repost Job"** button at the bottom of the page.

Contact Us

Association of Christian Schools International:

ACSI Care Team

(800) 367-0798

careteam@acsi.org

Association: www.acsi.org

Career Center: careers.acsi.org

Customer and Technical Support:

Momentive Software Customer Service

(860) 437-5700

clientserv@momentivesoftware.com

