MSPA Website Recruitment Posting Sample Submission:

Submission Information:

Submitted by (Name): Emily Employer Submitted by (Position): Coor of Psych Serv

Phone of submitter: 443-123-4567 email of submitter: eemployer@lea.edu

Date of Submission: 10/15/11 LEA: Everywhere Public Schools

Posting Dates – Begin: 11/11/11 End: 01/14/12

Sample Submission:

Job Summary		Post Date: 11/11/11	
Position: School Psychologist			
Salary	Open	Location:	
Employer	Everywhere Public Schools	Type:	Long-term sub (yes, she's pregnant, AGAIN!)
Available:	Beginning of March	Duration:	3 months (approx)
About Everywhere Public Schools			
Everywhere Public Schools is located on the beautiful eastern shore of the western branch of the State of XXXXX. It's fertile waters supports a booming population and increasing need for qualified school psychologists. Everywhere Public Schools attracts applicants from across the country.			
Position Description:			
This long-term sub position is available beginning around March of 2011 and lasting approximately 3 months. The sub will assume the school psychology responsibilities for two middle schools.			
Qualifications:			
Qualified Applicants should hold current certification from MSDE and meet other requirements of the LEA.			
To Apply, contact:			
Emily Employer	410-123-4567	eempolyer@lea.edu	Link to website

SAMPLE