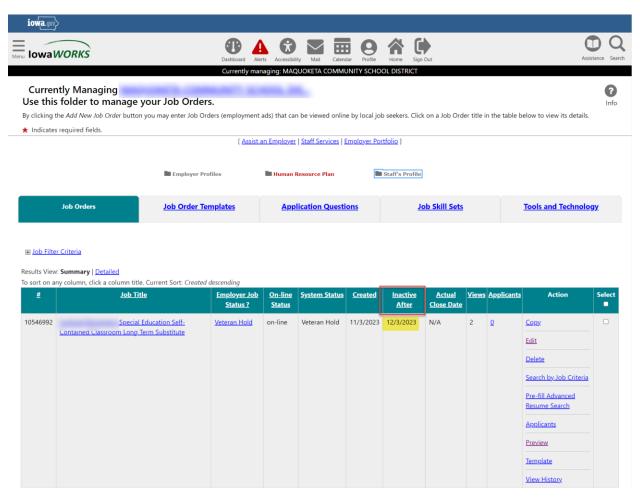# IowaWORKS - Job Order Expiration Dates

Employer or Staff Entered Job Orders

The date entered in the field the "Last date this job order will be displayed on the system" is the date displayed as the Expiration date for the job.

When entering a new job, or copying an existing job, the "Last date this job order will be displayed on the system/Expiration Date" defaults to 30 days in the future.

This date can be modified.

Modify the Expiration Date on a Job Order

In the Action column click the Edit link for the job to be modified

#	Job Title	Employer Job Status ?	On-line Status	System Status	Created	Inactive After	Actual Close Date	Views	Applicants	Action	Select ☐
10546992	Special Education Self-Contained Classroom Long Term Substitute	Veteran Hold	on-line	Veteran Hold	11/3/2023	12/3/2023	N/A	2	0	Copy Edit Delete Search by Job Criteria Pre-fill Advanced Resume Search Applicants Preview Template View History	☐

Navigate to the Job Details section of the Job Order and click Edit Job Details

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Iowa WORKS

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Assistance Search

Currently managing: MAQUOKETA COMMUNITY SCHOOL DISTRICT

Currently Managing

Use this form to review the job order information.

You may use the links below to jump to a specific section for review. To modify this job order, click the Edit link underneath the section you want to edit.

[Job Title and Occupation | Location/Work Site of this job | Contact Person for this Job | Job order information to be displayed online | **Job Details** | Job Description | Skills | Other Skills | Hiring Requirements | Specialized Requirements | Minimum Education, Experience, & Age Requirements | Transportation Requirements | Compensation & Hours | Benefits Offered | Job Application Methods Accepted | Job Applicant Information Needed | Application Question Set | Applicant Notification Method | Job Order Upload Options | Other Information | Other Specifications | Staff Information]

Job Order Number 10546992

Job Order Summary Image

This logo will appear when job seekers are searching for your job order and when they view your Job Details page. If you do not provide an image the system will automatically attempt to locate one related to your company from the Internet for you. Changes made to Hide or Display the company logo on this job order will be company wide and will Hide or Display the company logo for all job orders you have in the system.

Using the link provided below, you may edit this image or select to have no image shown by selecting "Don't show."

⦿ Show Job Order Summary Image.

◯ Don't Show Job Order Summary Image.

[Edit Job Order Summary Image Settings]

Job Title and Occupation

Job Title:	l Elementary Special Education Self-Contained Classroom Long Term Substitute
Occupation:	Special Education Teachers, Elementary School (25205600)
Typical Employment Data:	View Typical Job and Employment Data for Special Education Teachers, Elementary School
Agency Job ID:	

[Edit Job Title and Occupation]

Job Details

Positions:	1
Earliest date to display this job order on the system:	11/03/2023
Last date this job order will be displayed on the system:	12/03/2023
Job order follow up date:	12/03/2023
Type of job:	Regular
Full-Time or Part-Time:	Full Time
Remote Work / Work at Home:	No
Anticipated job duration:	4 - 150 Days
Does this job fall within any of the following special categories:	
Maximum number of applicants you would like to consider at this time:	150

[Edit Job Details]

Edit the Last Date this job order will be displayed on the system and click the Save button

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Currently managing: MAQUOKETA COMMUNITY SCHOOL DISTRICT

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Edit job information.

Click *Save* to save your data. Click *Cancel* to return to the previous page.

Job Order: 10546992 - Cardinal Elementary Special Education Self-Contained Classroom Long Term Substitute

★ Indicates required fields.

Job Details

*Positions:	1 (max: 999)
*Earliest date to display this job order on the system:	11/3/2023 Today
*Last date this job order will be displayed on the system:	2/3/2024 Today
Job order follow up date:	12/03/2023
*Type of job:	Regular
*Full-Time or Part-Time:	Full Time
*Remote Work / Work at Home:	○ Yes ● No ○ Not Specified
*Anticipated job duration:	4 - 150 Days
Does this job fall within any of the following special categories:	None Selected
*Maximum number of applicants you would like to consider at this time:	150 (max: 9999)

Save Cancel

We value your input, please provide your feedback below so we can assist you further.

Submit

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Site Search				EEO		

Track Page

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This changes the Expires date on the view of the job order job applicants see

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Here are the details for the selected job.

You may need to scroll down to see all the information about the job, including the job description. If you wish to apply for this job click on the Apply button. WARNING: Always be on the lookout for job scams! Learn more about identity theft ⧉

Onsite - Work onsite all of the time

Share   More Like This   ♡   Apply

Iowa

Elementary Special Education Self-Contained Classroom Long Term Substitute

Occupation: Special Education Teachers, Elementary School

No wage data provided

Location: Job #: 10546992
Positions available: 1   Source: IowaWORKS
Posted: 11/3/2023   Work At Home option: No
Updated: 11/3/2023   Site: IowaWORKS
Expires: 2/3/2024