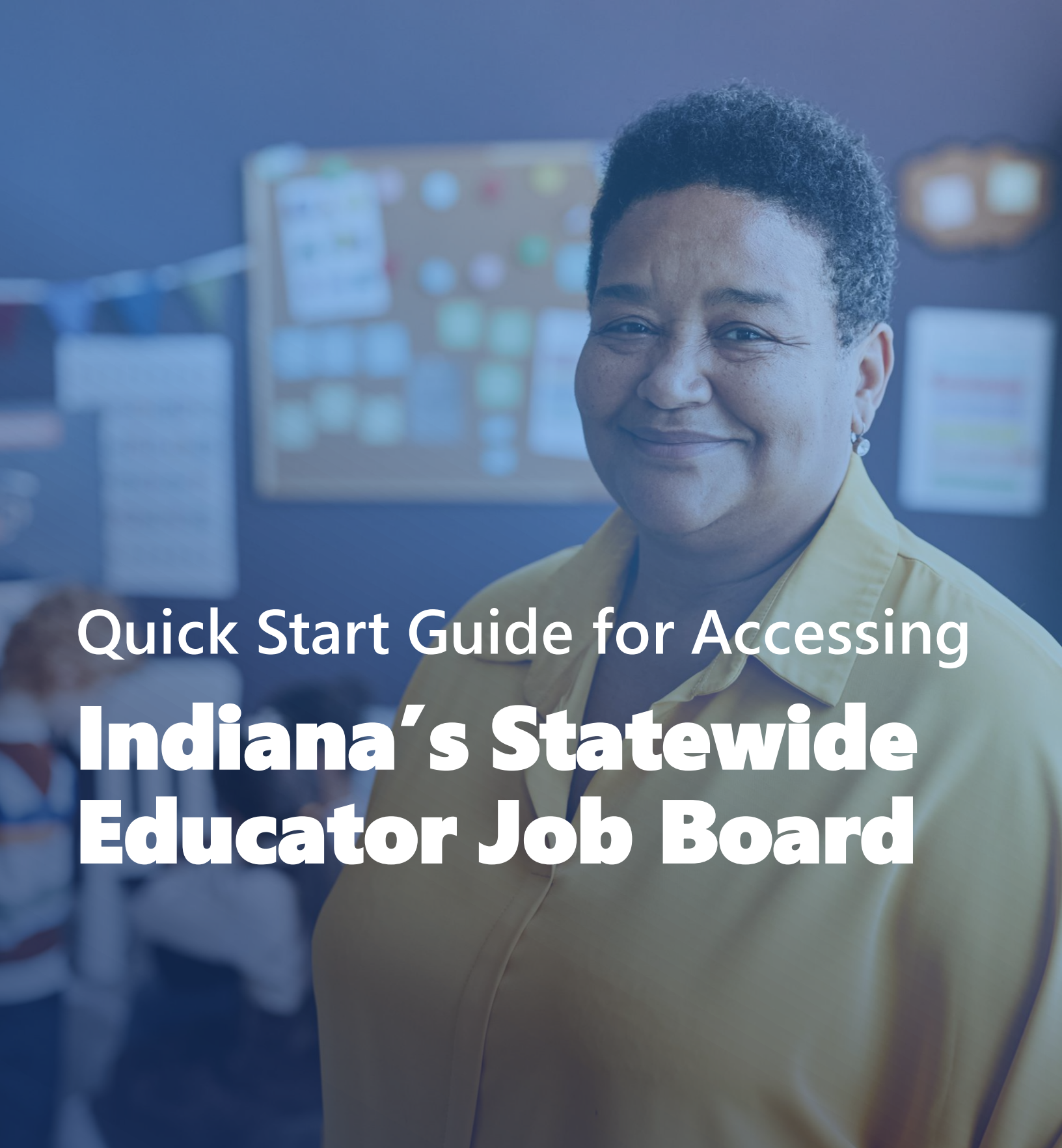




Quick Start Guide for Accessing **Indiana's Statewide Educator Job Board**



**Office of Early Childhood &
Out-of-School Learning**



**INDIANA
DEPARTMENT of
EDUCATION**



Indiana Association for the
Education of Young Children

Introduction

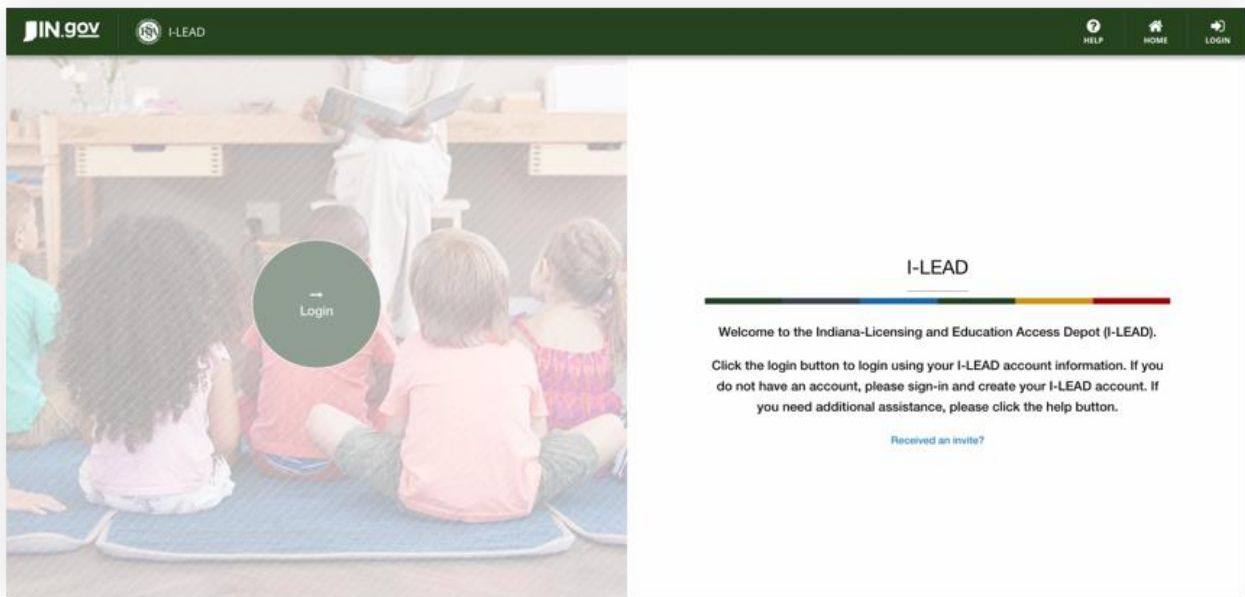
Indiana is expanding its Indiana Educator Job Board this fall to the early learning and out-of-school time sectors, creating a centralized birth-to-grade 12 talent marketplace for educational programs and institutions to source talent. The platform, which launched early last year to K-12 school districts, is operated by Nimble, a provider of data-driven recruitment software for educational institutions.

The expansion of the job board to the early learning and out-of-school time space represents a joint effort by the Indiana Department of Education and Office of Early Childhood and Out-of-School Learning. Find additional details and FAQs about Indiana's Statewide Educator Job Board online at brighterfuturesindiana.org/educator-job-board.

Signing up for the Job Board

Step 1: Log in to I-LEAD

Providers must sign up to participate in the job board. To start, providers should log in to their I-LEAD account at ilead.in.gov. You must be designated as a Program Administrator for your program site to access job board sign-up. Once your account is created, however, you may invite others to share the account from the job board directly.



? How do I become a Program Administrator for my site?

You will need an existing Program Administrator to invite you to become an admin. Once you accept the emailed invitation, you will be able to manage the site's account. Existing admins can add you by logging into their I-LEAD account, selecting the provider site, clicking "Invite Admin" and adding your information. If you require further assistance, contact SPARK Learning Lab at (800) 299-1627 or email help@indianaspark.com.

Step 2: Select the Sign-up Prompt within I-LEAD

Once logged into I-LEAD, select the 'Access the Job Board' tile within the Indiana Educator Job Board section on the home page of I-LEAD. This will direct you to the registration form hosted by Nimble, the job board's software provider.

The screenshot shows the I-LEAD dashboard with a green header bar containing the IN.gov logo, I-LEAD text, and navigation links for HELP, HOME, and PROFILE. The main content area is divided into several sections. The 'Connect to Indiana Educator Job Board' tile is highlighted with a red rectangular box. This tile contains the text: 'Indiana's Statewide Educator Job Board helps early learning and out-of-school time programs hire high-quality educators and staff. With this free resource, providers can post open jobs and connect with a large pool of viable candidates. To access your account or sign up, click the **Access the Job Board** button below.' Below the text is a green button labeled 'Access the Job Board'. Other visible tiles include 'Connect to Indiana Learning Paths', 'Connect to My SPARK Learning Lab', 'Need to submit a consent form?', 'Grants Portal', and 'My Profile Information'.

Step 3: Fill Out the Nimble Registration Form

Select your site(s) and then fill out and submit the registration form with information including your name, the name of your organization and site address. Once submitted, you will receive a confirmation message explaining that you will be notified via email within a few business days when your account is created.

The screenshot displays the 'Nimble Access Request from EXAMPLE PROVIDER' form. At the top, there is a progress bar with three steps: 'Overview' (active), 'Terms of Use and Agreements', and 'Review'. The form fields include: 'Organization Name *', 'Organization City *' (with a 'City Select' dropdown), 'Implementation Contact First Name *', 'Implementation Contact Last Name *', 'Implementation Contact Email *', and 'Implementation Contact Title *'. Below these fields is a question: 'Do you Pre-Screen Candidates (Short Phone Call) before invitation them for an in-person interview? *' with two radio button options: 'Yes, After Applying Candidates are screened by phone to qualify for an interview' and 'No, After Applying Candidates go directly to the interview stage'. The bottom section is labeled 'Site Information' and has a partially visible text field. The browser's address bar shows 'localhost:3000/apply/applications/2866/steps/nimble_overview'. The bottom right corner of the form has a small text '1369.2 KB 4'.

Step 4: Follow Emailed Instructions to Access Account

Once you receive the email from Nimble, follow the instructions in the email to access your account. This will include signing into I-LEAD, where you can click on the 'Access the Job Board' button to log into your job board account.

Please note that you will not be able to access the job board until you've received the confirmation email. If you attempt to access the job board after sign-up but before receiving the confirmation email, you will be presented an on-screen message indicating that your account is being configured.

Step 5: Using the Job Board and Nimble Platform

Once you have activated your account, you will be able to start posting open roles, and if using the applicant tracking system, you can track and review candidates as well. For more information about how to use the job board, including how to add a user/site, post a job, update the job status, filter jobs and more, please refer to Nimble's how-to guide [here](#).

Available Resources and Support

OECOSL has partnered with INAEYC to provide support and technical assistance for providers related to accessing and using the Indiana Educator Job Board.

For additional questions and support, contact your regional INAEYC Workforce Coordinator. A list of regions and contacts can be found online at inaeyc.org/workforce-development



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