

What to Include in the Job Posting

1. Job Title & Summary

- Clear, specific job title (e.g., “Child Care Teacher”).
- A concise “Why this role matters” paragraph (mission-oriented, especially for a nonprofit).
- Location (City / Statewide) and position type (full-time/part-time/contract).
- Reporting structure (who they will report to).

2. Key Responsibilities / Duties

- Bullet list of main tasks and deliverables.
- Identify which tasks are *essential functions* (important for disability-accommodation context under the Americans with Disabilities Act). [EEOC+2EEOC+2](#)
- Approximate breakdown (e.g., 80% direct care, 10% family engagement, 10% administrative).
- Indicate any supervisory or leadership responsibilities.

3. Required Qualifications

- Minimum education, certifications, and years of experience (be job-related and consistent for all applicants).
- Skills and competencies (communication, education/curriculum for preschool age, classroom experience).
- Licenses or credentials (if legally required).
- For each requirement, ensure it’s **job-related** (supports ability to perform the essential functions) to avoid unintentional discrimination. [EEOC+1](#)
- Optionally: Preferred qualifications (not required but advantageous).

4. Compensation & Benefits

- If possible, include the hourly rate or salary range. For Montana employers, there is movement toward pay-transparency.
- Benefit summary: health insurance, free or discounted childcare, retirement plan, leave policy, professional development support.

Legal & Compliance Considerations

This document is provided for general informational and educational purposes only and **does not constitute legal advice**. Employment laws and regulations—federal, state, and local—may change over time and vary by circumstance.

Companies should **consult with qualified employment legal counsel** to ensure all job postings, recruitment processes, and employment practices fully comply with current **EEOC, ADA, and State of Montana** requirements.

5. Application Instructions

- Clearly state how to apply (email link, application portal, mail, etc.).
- Deadline for application.
- Materials required (resume, cover letter, references) — avoid overly burdensome or overly detailed requirements like listing hours for past positions unless truly job-related.
- Statement about accommodation: e.g., “If you need an accommodation in the application process, please contact ...”

6. Organizational Overview

- Brief description of your company (mission, size, culture, values).
- Why the candidate should join you (impact, team, professional growth).

7. Location & Work Environment

- State where the position is physically based .
- Travel expectation (if any).
- Work schedule (standard hours, flexibility, weekend/odd hours).

8. Equal Opportunity / Non-Discrimination Statement

- While not always legally required for all employers, including an EEO (Equal Employment Opportunity) statement is a strong best practice.
- Example: *“ABC Child Care is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.”*

9. Closing / Call to Action

- Encourage applicants (“Apply now by submitting your resume and brief cover letter”).
- Reminder of deadline and next steps (when applicants will hear back).
- Contact information for questions (name/email/phone).
- Accessibility Statement Example: “If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer’s application process.”

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Quick-Reference Checklist

	Clear job title + summary
	Duties / responsibilities (including essential functions)
	Required + preferred qualifications
	Location, schedule, travel expectations
	Hourly wage (Salary range) / compensation + benefits
	Application instructions + deadline
	Company overview + mission connection
	Location and Work Hours
	EEO / non-discrimination statement
	Application process allows for accommodation

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