



Catholic Schools

A Faith-Based Education
that Lasts a Lifetime

ADW CSO Steps for Requesting a Job Posting

1. Complete the Request for Job Posting Form [HERE](#)
2. Please make sure you are checking the appropriate position description template you would like use (e.g. Teacher, Instructional Aide, etc.)
3. Check the list of questions – hours, pay, non-exempt or exempt, etc.
4. Once the form is submitted, it will be forwarded to Lisa Calla-Russ, HR Generalist for Recruitment at calla-russl@adw.org.
5. The job opening will be posted and will be visible on the ADW Career site <https://adw.org/about-us/resources/career-opportunities/>
6. Job postings will be posted on Indeed, LinkedIn, and NCEA. Please allow 48 hours for postings to be visible.
7. Candidates who apply will be forwarded to the attention of the principal or identified point of contact person for job postings on the Request for Job Posting Form; the site is checked several times a day.
8. Please email Lisa Calla-Russ at calla-russl@adw.org when the role has been filled or is no longer needed.