



REVISED: 08/03/2022  
 Submitted: 08/02/2022

JOB TITLE:	SPECIALIST RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8797
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs, monitors, and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts. Initiates creative partnerships with internal and external stakeholders to advance recruitment efforts.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Coordinates and sustains research-based recruitment strategies for both certified and classified positions within the District

Implements multi-media marketing strategies to enhance District branding and employee recruitment

Develops, implements, and monitors position specific targeted search strategies to source active and passive candidates

Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives

Monitors and tracks local, state and national supply and demand data related to positions and needs of the District

Cultivates and maintains contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District

Collaborates with school and department leaders on location specific successful recruitment and marketing strategies.

Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season

Develops and maintains state and national contacts to support recruitment efforts

Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts

Assures compliance with Board recruitment goals and administrative objectives

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS
Master's Degree
Three years of experience in recruiting, sales, or marketing, some of which has been at a large organization
Valid Driver's License
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

DESIRABLE QUALIFICATIONS
Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace
Three (3) years of successful teaching experience