



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	ASSOCIATE EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8629
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of JCPS employee retention efforts with a primary focus on teacher retention

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes and reports retention metrics and maintains local and national trend data that impact retention

Makes recommendations regarding implementation of research-based retention strategies

Serves as the primary point of contact for each class of newly hired JCPS teachers for at least three years utilizing a gradual release of support each year

Coordinates retention support for individual teachers beyond the third year as needed

Maintains regular communication with members of the new teacher cohort regarding successes and needs

Provides new teachers with access to various resources necessary for their first years of teaching

Acts as a liaison to schools and departments regarding culture and climate at the school level

Refers new teachers for mentoring services provided by the Professional Learning Department and others as needed

Establishes and maintain a list of school-based points of contact for new teachers in each location

Approves retention-related tasks in a timely manner

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers, or assists with training opportunities as appropriate

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in recruitment and retention

Effective written and verbal communication skills

Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky Teacher Certification

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace