



NEW: 07/01/2019
Submitted: 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