



NEW: 08/03/2022  
 Submitted: 08/02/2022

JOB TITLE:	TECHNICIAN EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8389
BARGAINING UNIT:	CLAB

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to the Director Employee Retention and schools as assigned. Support Director Employee Retention and schools by maintaining retention data, access to District retention tools, and employee engagement systems.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists with collection and analysis of retention metrics and maintains local and national trend data that impact retention
- Assists with the implementation of research-based retention strategies
- Supports retention strategies by maintaining communication tools and access to outreach programs for newly hired and early career employees.
- Assists with the coordination of retention support for individual teachers beyond the third year as needed
- Assists in providing new teachers with access to various resources necessary for their first years of teaching
- Maintains communication with HR zone teams, schools, and departments regarding culture and climate at the school level
- Tracks new teacher referrals for formal and informal mentoring services
- Maintains a list of school-based points of contact for new teachers in each location
- Prepares retention-related tasks in a timely manner
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Assists Director Employee Retention 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 performed while standing or walking. 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**

- High School Diploma or G.E.D.
- Three (3) years of successful experience in customer service or employee support
- Valid Driver's License
- Effective written and verbal communication skills
- Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in a diverse workplace