



Job Title: Recruitment Coordinator

Exemption Status/Test: Exempt

Reports to: Director, Secondary Human Resources

Date Revised: October 2017

Dept. /School: Human Resources

Primary Purpose:

Direct and manage the District recruitment program to ensure the recruitment of qualified personnel. Implement the District application and screening process and ensure that the district is represented as an attractive employer.

Qualifications:

Education/Certification:

Master's degree
Mid-management or principal certification

Experience:

Five (5) years of successful principal experience (any level)

Special Knowledge/Skills:

Experience in delivering training to school administrators
Knowledge of the selection, training and supervision of personnel
Ability to organize and implement policy and procedures
Ability to interpret data
Proficiency with using Microsoft Office Suite (especially Word, Excel, Publisher and Outlook); with the ability to pick up other and/or new technology applications and programs quickly with efficiency and effectiveness
Ability to build and maintain relationships
Ability to organize and implement policy and procedures
Displays professionalism in dealing with students, parents, staff and community
Approaches problems tactfully with directness and integrity
Exerts a positive influence and works in harmony with associates
Responds to suggestions for improvement in a positive manner
Strong interpersonal and communication skills
Maintains professional appearance
Mentally alert and physically able to perform job functions
Provides for the care and protection of school property
Follows district policies pertaining to the individual assignment
Demonstrates an interest in acquiring new skills and knowledge
Seeks professional growth through continuing education and staff development

Major Responsibilities and Duties:

1. Work cooperatively with principals and staff to select personnel for all assignments.
2. Interview applicants for positions in the District.
3. Organize recruiting trips for the District and participate in recruiting fairs in-and-out-of-state at universities and other organizations.

4. Develop and maintain recruiting materials and displays.
5. Develop and maintain active liaison with college and university career teacher preparation officials and placement offices, Regional Education Service Center staff, professional associations and other recruiting resource organizations.
6. Plan and coordinate annual district teacher job fair and participate in planning of regional job fair.
7. Prepare documentation for state and federal recruiting reports.
8. Direct the employment application and screening process.
9. Assist with new development and delivery of teacher orientation and pre-service activities.
10. Assist in development and training of substitute teachers.
11. Coordinate annual update and distribution of the employee handbook.
12. Assist with the assignment of personnel and manage the employee transfer process.
13. Compile, maintain and file all physical and computerized reports, records, and other documents required.
14. Set up interviews for principals as needed to help facilitate the hiring process.
15. Work with department leaders to learn what specific needs they have for certain positions.
16. Meet the teacher applicants to re-screen for principals as needed.
17. Other duties as assigned.

Supervisory Responsibilities:

Supervises the recruiting secretary.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and iPad; recruiting materials, vehicle

Posture: Prolonged hours standing, sitting, walking

Motion: Repetitive sitting and standing, hand shaking

Lifting: Occasional light lifting of recruiting bag/supplies

Environment: Frequent districtwide travel; statewide, out-of-state travel and prolonged and irregular hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.