

TITLE: HR Recruitment and Retention Specialist

PURPOSE: Provide recruitment and retention support to the Director of Human Resources by developing and implementing a comprehensive recruitment plan with emphasis on diversity, equity and inclusion, and hard to fill areas. Provide strategic guidance to enhance student learning by hiring highly qualified candidates.

QUALIFICATIONS:

1. Bachelor's Degree in Marketing, Communications, Education, Human Resources or related field preferred.
2. Knowledge of Human Resources operations including recruitment, retention, policies, procedures, budgets and regulations.
3. Understanding of marketing conditions for targeted and hard to fill candidate pipelines.
4. Effective public speaking skills, interpersonal communication skills and problem solving skills.
5. Ability to represent the district in a positive and professional manner.
6. Ability to use effective recruitment and interview techniques.
7. Ability to work independently, recognize priorities in work load, and shift from job-to-job as needed.
8. Knowledge of current educational trends and research.
9. Ability to maintain confidentiality and deal with highly sensitive application information.
10. Must be willing to travel up to 50% of the time (local, regional and national).
11. Such alternatives to the above qualifications as the Board may find acceptable.

REPORTS TO: Director of Human Resources

DUTIES & RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Develop, create and implement a strategic recruitment plan.
2. Track, maintain, analyze and report accurate, timely and relevant recruitment and retention data to the Director of Human Resources, Superintendent and Board of Education.
3. Create, manage and monitor all facets of recruiting including job postings, applicant tracking, interviews, reference checks and hiring process.
4. Serve as the manager of the electronic job posting and application database and identify methods to maximize the technology to advance recruitment goals.
5. Utilize social media and diverse innovation technology resources to manage recruitment and orientation processes.
6. Work collaboratively with the Communications department to create advertising and marketing campaigns to attract talent to the district.
7. Work effectively with all district employee groups to attain cultural diversity and educational enrichment.

8. Work closely with Principals and departments in determining personnel needs and filling vacancies with qualified applicants.
9. Advise prospective teachers on the certified hiring process and serve as the point of contact for student teachers, certified practicum and internship candidates.
10. Actively research and pursue opportunities to make presentations at colleges, universities and local organizations.
11. Create a diverse applicant pool and pipeline by actively encouraging qualified individuals to be employees of DPS.
12. Develop a pathway to certification pipeline for appropriate employee groups.
13. Advise student teachers regarding hiring procedures and regulations.
14. Maintain and review recruitment budget reports for the department.
15. Build and enrich relationships with strategic and targeted colleges, universities, individuals and community partners.
16. Attend and manage all in-person and virtual recruitment and career fairs (local, regional and national).
17. Plan and host DPS onsite and virtual job fairs and track candidates to hire.
18. Collaborate with the Professional Development Institute to develop and host New Teacher Orientation.
19. Oversee the organization of professional development programs associated with retention initiatives and contract language.
20. Foster a challenging, equitable, ethical and safe work environment, which encourages collaboration, skill development and continuous improvement.
21. Perform other duties as assigned by supervisor.

GRADE LEVEL: 8

TERMS OF EMPLOYMENT:

Salary to be based upon salary schedule established by the Board, 261 days per year.

FSLA: Non-Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to walk and stand for extended periods of time. The employee must frequently lift and/or move up to 30 pounds.

Approved by BOE 12/13/16
Updated BOE Approval 6/28/2022

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to write, compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.