

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

Kalamazoo Public Schools Is Seeking Recruitment and Retention Specialist

**Supervisory Technical, Grade 21
\$66,928-\$73,208
12-month, Full-Time**

OUR MISSION:

Nurture the dreams of all students and empower all students to contribute to a better world.

SCOPE OF RESPONSIBILITIES:

The District Recruiter/Retention Specialist leads recruitment and retention efforts for Kalamazoo Public Schools with a targeted focus on Grown Your Own programs (GYO).

PERFORMANCE RESPONSIBILITIES

Recruitment

1. Develop and implement strategic initiatives for recruiting to include specific attention to diverse talent from underrepresented groups for all aspects of the organization.
2. Develop and implement strategic initiatives for recruiting teachers in hard to fill subject areas.
3. Source and attract candidates by using databases, social media, community relationships, job fairs and in-house recruitment events, and follow up with candidates to increase applicant pools.
4. Serve on Educational Career Pathways team (Team Kalamazoo, part of KPS GYO initiatives)
5. Serve with Proud Teacher team.
6. Research innovative tools to modernize the HR recruiting process.
7. Develop creative strategies to attract passive candidates.
8. Research and develop hiring referral bonus proposals.
9. Screen incoming calls and correspondence.
10. Coordinate with Communications Department in designing marketing materials for recruiting events and activities.
11. Proactively contact qualified applicants, providing a high-touch approach to cultivate top candidates.
12. Network through Colleges of Education, industry contacts, community partners, association memberships, trade groups, and employees to find and develop qualified active and passive candidates.

13. Maintain documents and records for the district and HR department as needed.
14. Actively recruit current employees for Urban Teacher Residency program (GYO - adults).
15. Actively recruit students for Teach Kalamazoo (GYO - students).
16. Other duties as assigned.

Retention

1. Develop a strategic plan for employee retention to include wellness initiatives.
2. Co-leads Retention Committee.
3. Support all retention and recognition programs.
4. Track, analyze, and report staff turnover annually by classification.
5. Using Teach Upbeat data, work with individual schools to address their data.
6. Work with district staff and building leaders to address high teacher turnover based on results of data analysis.

Other departmental responsibilities

1. Participate in staff meetings and attend other meetings as necessary.
2. Work on special, nonrecurring, and ongoing projects.
3. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Education, Marketing, or Communications.
2. Minimum 5 years working in marketing or related field.
3. Demonstrated expert human relations skills as well as strong communication skills.
4. Demonstrated evidence of advanced technology skills.
5. Demonstrated evidence of leadership skills.
6. Impeccable language and writing skills.
7. Ability to multi-task.
8. Ability to work under pressure.
9. Ability to maintain strict confidentiality.
10. Evidence of excellent organizational skills and the ability to prioritize work to meet deadlines.
11. Evidence of a desirable work record (low absenteeism, good performance, flexibility).

DESIRABLE QUALIFICATIONS

1. Master's Degree in Human Resource Management.
2. Successful experience in a multi-cultural urban educational setting.
3. Experience recruiting in the field of education or similar sector.

Interested applicants should apply online and attach their application to this posting.

Internal candidates should submit a letter of interest and current resume to:

**Human Resources Department
Attn: Sheila Dorsey-Smith
Assistant Superintendent of Human Resources
1220 Howard Street - Kalamazoo, Michigan 49008
(269) 337-0178 FAX (269) 337-0185**

**The position will remain posted until filled.
Visit our website <http://www.kpsjobs.com>**

Kalamazoo Public Schools is an Equal Opportunity Employer.