



TALENT ACQUISITION COORDINATOR
Human Resources
Lake Washington School District Resource Center

POSITION DESCRIPTION

Professional –Technical Level G

Non-Exempt, 260 days/per year, Full benefits package available.

SUMMARY

The Talent Acquisition Coordinator is responsible for the district's recruitment and hiring processes for certified and classified positions. This role supports the full cycle of recruitment, ensuring alignment with the district's overall hiring strategy. The coordinator also provides critical support in applicant tracking, substitute workforce management, hiring logistics, and onboarding to maintain a strong and reliable talent pipeline through various avenues including our Alternative Routes and Student Teaching program. Ideal candidates will be detail-oriented, possess excellent interpersonal skills, and thrive in fast-paced, high-volume settings. This position works with other HR professionals and reports to the Talent Acquisition Supervisor.

ESSENTIAL JOB FUNCTIONS:

Recruitment & Hiring Support:

- Coordinates job postings and candidate communication through the district's Applicant Tracking System (ATS).
- Coordinates interviews, applicant pre-screening, and all other candidate evaluation to support hiring managers.
- Prepares offer letters and contracts and ensures timely completion of hiring documentation.
- Supports pre-onboarding activities including NEO (New Employee Orientation), etc. ensuring new hires receive all required materials and training.

Student Teaching and Alternative Routes Support:

- Coordinates student teacher placements by working with Supervisor and building administrator.
- Tracks student teacher placements and collects feedback from schools and mentor teachers.
- Supports the transition of student teachers into full-time district positions, ensuring a smooth hiring process.
- Assists with recruitment and onboarding of candidates in alternative routes to certification programs.

Recruitment Events & Outreach:

- Represents the district at career fairs and recruitment events, engaging with potential candidates.
- Assists in developing recruitment materials to attract diverse talent.

- Communicates with job applicants, universities, and community partners to maintain strong relationships.

Hiring Compliance & Data Tracking:

- Maintains accurate hiring records, ensuring compliance with district policies and legal requirements.
- Tracks recruitment and hiring data, assisting in reporting and analytics efforts.
- Ensures job descriptions are up to date and properly reflect the district's hiring needs.

Other Duties:

- Provides backup support in substitute hiring efforts, processing applications, scheduling orientations, and maintaining substitute availability records.
- Performs additional tasks as assigned to support HR and district hiring efforts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Working knowledge of recruiting and hiring best practices.
- Working knowledge of applicant tracking and HRIS systems.
- Working knowledge of verifying credentials using OSPI for certificated applicants.
- Working knowledge of interview techniques and applicant screening methods.
- Understanding of employment laws and regulations.
- Familiar with a wide variety of sourcing avenues.
- Working knowledge of social media (i.e. LinkedIn) and strategic outreach and communications platforms.
- Knowledge and understanding of human resources policies and practices.
- Ability to manage a wide range of relationships with a variety of stakeholders
- Ability to conduct different types of interviews (e.g. structured, competency based and behavioral)
- Effective verbal and written communication skills.
- Keen understanding and modeling of excellent customer service.
- Ability to effectively use applicable software systems such as Word, Excel and Outlook.
- Ability to work independently, in a timely and consistent manner with quality follow-through.
- Ability to multi-task, strategize and prioritize to ensure deadlines and requirements are met.
- Ability to collaborate and build relationships with others to successfully accomplish the work of the District.
- Ability to exercise a high degree of confidentiality in all matters.
- Ability to evaluate & develop processes to enhance and improve the delivery of services.
- Commitment and understanding of importance and value of inclusion, belonging & workplace diversity.

EXPERIENCE & EDUCATION:

- Bachelor's degree (BA/BS), four (4) years of directly related experience, or equivalent combination of education and training.
- Prior experience in a public education setting is preferred.
- Prior experience with managing on-line applications systems is preferred.

WORKING ENVIRONMENT:

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed indoors under minimal temperature changes and a generally hazard-free environment. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling

- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing
- Seldom stooping, kneeling, crouching and/or crawling.

APPLICATION PROCEDURE

External and Internal Applicants: Submit an online Classified Application @ <http://www.lwsd.org/employment> and apply to this posting. **A letter of interest (Cover Letter) and resume are required in addition to the application materials, and should be uploaded to the application under the ATTACHMENTS page.** You may attach up to three letters of recommendation, if desired.

FINALISTS WILL BE CONTACTED BY HUMAN RESOURCE FOR AN INTERVIEW.

Please review [LWSD Human Resources Employment Policies](#), which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE