

HUMAN RESOURCES TALENT AND RETENTION FACILITATOR (CERTIFIED TEACHER)

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Associate Director of Human Resources</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher</i>
Terms of Employment:	<i>7.5/10 months</i>
Job Goal:	<i>To effectively attract, recruit, and retain high-quality employees by implementing strategic talent acquisition and retention practices fostering a positive work environment, and supporting organizational goals through proactive human resources management.</i>

Minimum Qualifications

- 1. Must possess a valid New Mexico Public Education Department (PED) Level II teaching license with master's degree, or Level III teaching license and National Board Certification.*
- 2. Five years successful teaching experience in the K-12 setting.*
- 3. Sophisticated understanding of state adopted National Core Arts standards to include backward design, lesson planning, assessment, and pacing.*
- 4. Experience creating and presenting, or organizing, professional development for employees.*
- 5. Evidence of knowledge and use of a variety of technology integration skills that create engaging and differentiated learning experiences.*
- 6. Experience mentoring peers in high-yield strategies to support student achievement.*
- 7. Strong evidence of school or district leadership or other strong evidence of ability to lead/facilitate teachers.*
- 8. Must demonstrate evidence of strong oral and written language skills, interpersonal skills, and growth mindset.*
- 9. Strong evidence of ability to lead/facilitate teacher and student groups that result in positive student outcomes.*

Job Duties – Certified HR Talent and Retention Facilitator is responsible for developing, implementing, and overseeing strategies related to both employee recruitment and retention throughout the employee lifecycle. Duties may include but are not limited to:

- 1. Assist with the hiring process for substitute employees including posting jobs, screening candidates, conducting interviews, evaluating resumes, and assisting with offer preparation and documentation.*
- 2. Assist with facilitating orientation and onboarding activities for new employees; ensuring necessary paperwork, access, and training are completed.*
- 3. Develop and implement strategic recruitment plans targeting high-quality educators, including National Board-Certified Teachers (NBCTs) and Level 2–3 licensure candidates.*
- 4. Collaborate with school, department leaders, and HR to identify hiring needs, licensure advancement opportunities, and talent gaps.*
- 5. Coordinate retention efforts through professional learning, mentorship, and leadership development programs.*
- 6. Promote and support incentive and professional development programs for NBCT candidates and Level 3 educators.*
- 7. Identify and recruit Level 3 candidates.*
- 8. Assist in building and managing National Board Certification support structures such as cohort models*
- 9. Partner with principals, instructional leaders, and departments to implement high-quality, targeted recruitment/retention.*
- 10. Monitor progress of recruitment and retention initiatives.*
- 11. Collect and analyze educator data related to licensure advancement, certification, and professional growth participation.*
- 12. Identify trends, gaps, and opportunities for improvement in retention and development strategies.*
- 13. Assist with facilitating orientation and onboarding activities for new employees; ensuring necessary paperwork, access, and training are completed.*
- 14. Developing and conducting strategies to improve employee retention and satisfaction.*
- 15. Support employees with professional growth opportunities, such as becoming National Board Certified, tracking and facilitating professional development and training.*
- 16. Maintain records on applicants and employees; tracking statistics related to recruiting, turnover, and retention.*
- 17. Ensure recruitment and retention efforts comply with legal requirements and internal policies.*
- 18. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 19. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 20. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.*
- 21. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 22. Working after assigned work schedule may be required.*
- 23. Perform such other tasks as may be assigned within the parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, equipment, and work tools that commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

- 1. Verbal ability required to understand oral and written instructions*
 - 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
 - 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
 - 4. For further information regarding worker traits, please see attached job analysis*
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EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

