

**Job No.:** 3707

**Reports to:** Exec. Director, Talent Acquisition & Employee Support

**Dept./Campus:** Human Resources

**FLSA Status:** Exempt

**Pay Grade:** 307

**Term:** 226 days

**PRIMARY PURPOSE**

To support the recruitment/retention efforts by sourcing, recruiting, screening, and selecting top teaching talent for elementary/secondary campuses. Provide information and resources to applicants, current employees, and members of the community. Research, develop, plan, evaluate, implement, and maintain programs and services. Act as a liaison with the different universities/colleges, applicants, interns, and student teachers while working with Principals to staff their vacancies.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Develops, implements, and directs system-wide teacher recruitment program focused on attracting and retaining a high quality and diverse teacher workforce.
- Collaborates closely with HR leadership and campus leadership to meet current and future staffing needs.
- Develops and implements effective branding and recruitment campaigns that attract high quality candidates.
- Works collaboratively to develop short and long-term recruitment and retention strategies to achieve required instructional staffing levels.
- Develops and maintains professional relationships with college, university and community college placement offices, teacher preparation program leadership and various agencies and associations that assist in providing applicants to the school district.
- Designs and directs high impact hiring process and procedures focused on quality and excellence in education.
- Ensures compliance with legal requirements related to hiring and certification.
- Designs and implements initiatives integrated into the recruiting and selection process.
- Screens teacher recruiting documents to recommend applicants for HireVue and in-person interviews for teaching positions in the district.
- Communicates in various ways and forms to applicants, employees, principals/supervisors, agencies, and universities. This includes initiating and engaging in conversations with individuals that have limited knowledge of the district.
- Monitors operational, organizational and technology changes to ensure that recruitment and staffing goals support the Districts strategic plan goals on an ongoing basis.
- Works cooperatively with Principals and staff to recommend teachers for assignments.
- Organizes recruiting trips for the District and participates in recruiting fairs in- and out-of-state at universities and other organizations.
- Develops and maintains comprehensive teacher recruitment plan.
- Develops and tracks quantifiable metrics of the recruiting and hiring process to assure timely employment offers upon recommendation to the supervisor.
- Development of a wide variety of written materials in both manual and electronic formats (maintains district careers pages on the website, job advertisements, brochures, pamphlets, displays, etc.) to document activities and promote Leander ISD Schools to interested parties.
- Oversees Teacher Fellow program in collaboration with Texas State University.
- Facilitates meetings, workshops, (e.g., Instructional programs, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) to identify recruitment issues, develop recommendations, support other staff, and serve as a District representative.

- Coordinates sourcing, recruiting, selection and employment process (e.g., advertising, related social media, processing applications, and preparing screening criteria) to meet district teaching staffing requirements while complying with established guidelines.
- Works collaboratively with the Instruction and Professional Learning Department to support new to district teachers within their first three years of teaching experience and new development and delivery of teacher orientation and pre-service activities.
- Researches and implements best practices in recruitment and hiring.
- Prepares reports and performs other related administrative duties as required and/or needed.
- Assists with the placement and orientation of student teachers and staff from local and out-of-state educator preparation programs. Develops a system of monitoring student teachers and retention within the District.
- Prepares documentation for state and federal recruiting reports.
- Assists in the Teacher LEADS Steering Committee.
- Demonstrates regular and prompt attendance.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- None.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Bachelor's degree in education, HR, business, communications, or related field.
- Progressively responsible experience in recruiting related work preferred.
- Experience partnering with HR leadership and driving hiring initiatives preferred. Experience developing and executing sourcing/recruitment plans for searches and managing projects related to branding and campaigns.

**Knowledge/Skills/Abilities:**

- Knowledge of details involved in creation of an employment offer; employment law pertaining to staffing; best practices in recruitment, interviewing and selection of instructional staff; program planning and development; and concepts of grammar and punctuation.
- Skill in word processing, spreadsheet, database, and file maintenance; organization; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; researching and analyzing data and reports; and making oral and written presentations.
- Ability to communicate effectively; maintain composure and professionalism at all times; use computer and application software; implement policy and procedures; and interpret and present data; schedule activities, meetings, and/or events; gather, collate, and/or classify data; work with diverse group of individuals; problem solve; and create action plans.

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Willing to travel and stay overnight in another location for recruitment fairs, meetings, and college and university visits on a regular basis. The travel will include both in-state and out-of-state engagements.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solution; organize and prioritize own work schedule on short-term basis; make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit; communicate with individuals utilizing a telephone, computer or other electronic device.; compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area; compute, analyze and interpret numerical data for reporting purposes; make information presentations, inside and outside the organization; work in fast-paced, multi-priority environment and handle difficult conversations and deescalate employees, staff, and parents.
- Use standard office equipment including personal computer and peripherals; prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; and occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours and work with frequent interruptions.