

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/21	Recruiter	TBD
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing recruitment of candidates for employment.

ESSENTIAL FUNCTIONS OF THE JOB The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Work with stakeholders to ensure a seamless, value added and robust recruitment operation that will effectively meet our growing needs for talent and enable us to achieve our school and business goals.

Drive specialized recruitment and retention programs to address unique needs, spikes and patterns in hiring volume and future demands. Develop brochures, videos, displays, advertising, and other related material in conjunction with our human resources and communications departments aligning with the appropriate support department.

Partner with district leaders to determine staffing needs, develop, plan, and implement recruiting activities designed to enhance the District's ability to attract and retain a diverse, high-performing workforce.

Proactively seek out talent, nurture relationships, assess talent for organizational fit ahead of demand to meet strategic talent acquisition goals and maintain an adequate pool of qualified candidates.

Develop and maintain a network of contacts to help identify and source qualified candidates through such methods as name generation, networking, cold calling, complex internet searches, research, and marketing strategies.

Develop and maintain a positive relationships with the business community and other public agencies in an effort to develop and enhance recruiting programs and strategies.

Proactively research and evaluate new sourcing and research ideas and methods to create innovative sourcing strategies. Use capability models & technology for digital recruiting and effectively build talent communities through various channels. Explore and propose social media options such as but not limited to LinkedIn, Facebook, Twitter, and Blogs.

Coordinate and participate in recruitment trips to selected businesses, agencies, colleges and universities, job fairs, and other appropriate locations and events.

Establish recruitment and retention plans for stated district needs including but not limited to a diverse work force with a variety of skill sets, technical abilities, Multilanguage capabilities, gender, ethnicity, etc. Address critical shortage areas in high needs schools and departments as noted or required.

Facilitate and implement the hiring process, including making hiring decisions, using established policies and practices as a framework for selection and hiring.

Project trends and future district employment needs and develop plans to meet those needs within district objectives and budgetary guidelines and report findings and or projections to key relationships annually or more frequently if needed.

Maintain and analyze recruitment and retention data and use data to develop a comprehensive recruitment plan.

Provide training in various associated recruiting areas to leaders.

Travel in and out of district to support recruiting activities.

Maintain regular and consistent attendance and punctuality.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

Knowledge of advertising, marketing, social media, and recruiting (talent acquisition) practices

Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal rules and regulations, including Oregon Statutes, School Board policy and procedures, and labor agreements

Knowledge of and experience with personal computers and programs, such as word processing programs and spreadsheets, and preferred understanding or ability to learn applicable databases and specialized business and application processes

Ability to deliver public presentations with professionalism, poise, and confidence

Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic and social media

Ability to travel to a variety of locations

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Bachelor's degree from an accredited institution desired/preferred OR

Three years of related and progressive experience recruiting

Demonstrated experience hiring, screening, coaching, and training related to successful recruiting process

Must possess a valid Oregon Driver's License.

Work Environment:

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.