



CODE: 25639
UNIT: ADE
GRADE: 4B
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR-TALENT ACQUISITION RECRUITMENT & RETENTION

SUMMARY

The Director of Talent Acquisition will effectively attract and coordinate the District's efforts in the recruitment of qualified individuals to fill vacancies across the academic and business related functions. The Director of Talent Acquisition will work with team members to accomplish the expected recruitment results. By understanding the District's needs and developing effective relationships with internal as well as external customers, the Director of Talent Acquisition will design, develop, and execute highly effective talent acquisition systems, processes, and tools with measured results and continuous improvement.

REPORTS TO: Chief Human Resources Officer (CHRO)

MINIMUM REQUIREMENTS

Bachelor's Degree in Human Resources, Business Administration, Public Administration, or a related field,

And

Four years of human resources, business, or management experience

Proven capability in utilizing a wide variety of recruiting methods and tools to source both active and passive candidates to fill current and future talent needs.

Demonstrated ability to develop and implement recruiting plans that identify current and future talent gaps to proactively source and develop robust talent pool pipelines in advance of need.

Experience with continuous improvement methods that result in simplifying, standardizing, and automating talent acquisition processes and practices

Knowledge of applicable state and federal laws and regulations are required.

Excellent verbal and written communications skills required.

PREFERRED QUALIFICATIONS

Master's Degree in Human Resources, Business Administration, Public Administration, or a related field

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check required.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Manages the day-to-day operations of assigned Talent Acquisition and Recruitment areas. Administers methods, systems, and procedures to maximize the efficiency of specified areas.

Keep the CHRO advised on a variety of employment issues.

Develop, plan and evaluate HR recruitment procedures and policies.

Manage the recruitment functions including developing applications and Affirmative Action forms, developing policies and procedures, training, supervisor orientations, and ensuring that selection procedures comply with AA, EEOC, ADA, fingerprint and state and federal certification laws.

Coordinates all recruitment processes for the District.

Provides guidance to site administrators regarding compliance with the No Child Left Behind Act (NCLB) as it relates to the recruitment of certificated teachers.

Acts as principal advisor to District Administrators, Managers, and Supervisors on issues related to recruitment and retention of employees.

Develop procedures to assign qualified staff to appropriate vacancies in accordance with employee agreements. Reviews and interprets State and Federal legislation regarding employee hiring and assignment.

Direct the efforts to recruit and increase the District's substitute-teaching workforce and enhance the substitute program to ensure adequate coverage is available daily and retain the current pool of substitutes.

Collaborate with the Employment area of Human Resources to ensure the Applicant Tracking System (ATS) data is correct and produces the necessary data for state and federal reporting on hiring demographics.

Provide on going training of the system to all levels across the District, generate personnel related reports, evaluate, and update the system as necessary.

Supervises and coordinates the activity of recruitment staff, which includes selection, counseling, disciplinary actions, establishing workloads, assigning tasks and reviewing results.

Coordinate and review the District's outreach, recruitment, hiring, assignment and retention efforts, and any reductions in force.

Responsible for managing the development of the recruitment plan with the recruitment team, and organizing and monitoring District recruitment efforts.

Ensure interview committees are diverse comprised of school-level and district-level administrators, certificated staff and human resources personnel.

Annually review previous year's recruiting data and the effectiveness of past recruiting practices.

Maintain a centralized electronic database of all applicants for administrative and certificated staff positions.

Ensure interview committee, at both the site level and district level, utilize a standard interview instrument with core uniform questions to be asked of each candidate that applies for that position and a scoring rubric.

Track and report why individuals who are offered positions do not accept the position.

Track and report information on school-based administrators/certificated staff as required by the USP.

Adheres to all court orders, state and federal laws, and District policies and regulations.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public. May require in and out of state travel.

CONTROL, SUPERVISION

Supervisory control of assigned staff.

JOB: 26539
New: 2/14
Rev: 4/14
USP Rev: 4/14