

Talent Acquisition and Retention Specialist

Classification: Licensed

Location: Human Resources

Reports to: Human Resources Administrator

FLSA Status: Exempt

Bargaining Unit: NCEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Staff assigned to the position description may or may not perform all of the essential functions indicated in this position description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Supports the recruitment and selection process. Performs recruiting and provides the highest level of staffing services while guiding hiring administrators and candidates through the selection process. A wide degree of creativity, near- and long-term recruiting vision, district understanding, and personal organization is required. Supports the district's efforts to improve employee retention.

Part II: Supervision and Controls over the Work:

Works under the general supervision of the human resources administrator who assigns areas and programs of responsibility. The Talent Acquisition and Retention Specialist is expected to act with a relatively high degree of independence and self-initiative while keeping the human resources administrative staff informed of individual issues and actions. The human resources administrator is available to assist in more difficult situations. Work is guided by and must conform to collective bargaining agreements, district policy and state and federal regulations. The district's general workplace expectations are followed. Work is evaluated for program effectiveness and exercise of sound judgment based on the major duties and responsibilities.

Part III: Major Duties and Responsibilities:

Human Resources:

1. Provide essential information and support for internal and external candidates seeking employment.

2. Recruit, review application, interview and support the hiring of candidates seeking district sponsorship for a restricted substitute teaching license. Support candidates through the license process.
3. Assist and support certified staff with licensure needs as a district TSPC liaison.
4. Support new employee orientation and/or on boarding.
5. Develop and manage internal recruitment programs.
6. Perform all external applicant recruitment activities including the sourcing, resume review, phone screens and interview selection process for all positions.
7. May conduct exit surveys and interviews.
8. Facilitate hiring administrator's recruitment participation and provides interview training and best practices.
9. Based on the recommendation made by hiring administrator to HR administrator, drives the offer process from the offer presentation, conditional releases, welcome communication and finally the new employee orientation.
10. Work closely with administrators and key personnel to develop successful candidate profiles.
11. Assist HR administrator on maintaining and/or developing job descriptions as needed.

Recruitment:

1. Recommend retainment strategies based on analysis of short-term and long-term retention data.
2. Develop and implement strategic initiatives and processes for recruiting and retaining diverse talent.
3. Lead recruiting efforts to meet the various staffing goals across the District.
4. Perform searches for qualified candidates according to relevant job criteria, using various recruitment sources: internet recruiting sources, job fairs, newspaper, computer databases, networking, sourcing/cold calls, media, recruiting firms, and employee referrals.
5. Participate in the selection process including pre-screening application materials and candidates, participating as part of interview team.
6. Organize and lead job fair recruiting activities.
7. Develop appropriate tracking tools to measure recruitment efforts.
8. Improve organization attractiveness by recommending new recruitment practices.
9. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in human resources professional organizations.
10. Develop and maintain ongoing and engaging diverse social media presence for the purposes of recruitment of external applicants.
11. Identify opportunities to improve district branding and the candidate experience.
12. Represent North Clackamas School District at recruiting events and other events focused on talent sourcing.
13. Maintain relationships with all recruitment related vendors.

Educator Support:

1. Provide one-on-one consultation, collaboration, and mentoring.
2. Support classified staff with teacher pathway programs through local universities and other resources.
3. Accurately distribute university reduced tuition vouchers for classified and certified employees.
4. Support needs of new teachers by analyzing cohort retention data and aggregate evaluation data to better inform strategic professional development efforts led by the Teaching and Learning Department.
5. Coordinate student teacher selection process.
6. Assist in supporting new teachers at professional development and training pre-service.
7. Develop and conducts a process to follow up and check in with new employees halfway into their first year of employment.
8. Help facilitate improvement processes to improve the system of new educator support.

Substitutes:

1. Support the hiring of all certified and classified substitutes.
2. Support human resources in growing the substitute applicant pool.
3. Provide relevant professional development opportunities for substitutes aligned with the district mission and strategic direction.
4. Provide training, professional development and observations with feedback for newly hired restricted substitutes.

Additional Duties and Responsibilities:

1. Maintain exceptional attendance and punctuality.
2. Participate in professional learning opportunities in support of District-wide mission, vision and goals. This will include a commitment to a week long, overnight, professional development for equity event within the first contract year of employment. Attendance at equity conference will be considered paid workdays. Time required beyond a scheduled eight hour work day will be compensated at the current curriculum rate or pre-approved compensatory time.
3. Perform any reasonable work requested that falls within the qualifications but not specifically described as a major duty or responsibility.

Part IV: Minimum Qualifications:

1. Possession of a valid Oregon state teaching license or professional board license.
2. At least three (3) years of successful classroom experience, which demonstrated a high level of capability in classroom management and student discipline. Other successful professional experiences can be counted in place of classroom experiences (e.g. school psychology, speech language pathology, etc).

3. Commitment to the district's equity policy (GCCB) and successful experiences working with issues of equity. See attached.
4. Ability to attend one of the annual opportunities for an off-site, five day, equity training (registration, lodging, mileage and food provided).
5. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
6. Able to travel during the workday and on occasion stay overnight to attend a recruitment event. (Compensation for mileage, food and lodging provided).
7. On occasion, able to work beyond the normal workday (compensation provided through full-year extended responsibility TOSA stipend) and through flexing work schedule.
8. In addition to 193-day teacher's contract, able to work a minimum of 20-25 additional workdays during the months of June, July and August.
9. Able to work in an environment with frequent interruptions and changing tasks and priorities.
10. Able to remain calm, focused and in control when working under stressful conditions.
11. Able to protect the confidentiality of information shared verbally and in writing.
12. Able to work collaboratively and effectively with administrators, other district staff and candidates.
13. Ability to communicate effectively verbally and in writing.
14. Skilled in the use of Word and Excel software.
15. Valid Oregon driver's license.

Part V: Desired Qualifications:

Bilingual skills in languages common to the district

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The employee must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work

environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The employee may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.