Objective

- Enhance student learning by hiring the best possible talent.
- Recruit, prepare, evaluate, support, and retain highly effective educators and staff.
- Provide strategic leadership to all talent acquisition functions

Position Summary

Delivering all facets of recruiting District-wide for all positions (licensed, classified, substitute, professional, administrative, etc.) employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Develops, articulates and implements a strategic District-wide recruitment plan to meet current and future staffing needs of the District. Create a diverse applicant pool and pipeline by actively encouraging interested and qualified individuals to apply to become teachers and employees of 4J.

Supervisory Relationship

This position reports to the Director of Human Resources. The Administrator may be required to supervise support staff as assigned.

Essential Functions

Recruitment, Retention and Equity

1. Develops and executes recruiting strategies to enhance the District’s visibility and reputation in key recruiting markets; position the District as an employer of choice.
2. Creates, leads, and develops a talent acquisition process for all positions District-wide underpinned by continuous improvement.
3. Refines, manages and consistently monitors the end-to-end recruiting experience ensuring consistent interviewing, reference checking, and hiring processes that support a highly positive candidate experience and talent acquisition/hiring administrator/supervisor efficiencies.
4. Provides leadership, support, advocacy, and vision to the District and coordinates staffing recruitment activities that are in line with the District’s strategic direction. Lead preparation and execution of innovative and cost-effective recruiting strategies and plans to meet objectives.
5. Communicates and collaborates with all levels of District and state personnel.
6. Trains hiring administrators/principals/supervisors/managers and staff on recruitment best practices, interviewing skills, and department-induction/orientation.
7. Develops an understanding of market conditions for targeted and hard to fill candidate pipelines; prepare distinct and effective recruiting approaches to those markets.
8. Utilize social media, internet sourcing and diverse innovative technology resources to manage recruitment and induction processes.
9. Build and enrich relationships with colleges, universities, individuals, schools, and other partners who can help further awareness of 4J’s strategies to recruit teachers. Manages all recruitment and career fairs and other special events.
10. Actively researches and pursues opportunities to make presentations at colleges, universities and other local organizations.
11. Partner closely with administrators, principals, supervisors and HR team to develop new employee orientation and retention programs and initiatives.

12. Advise prospective teachers regarding hiring procedures, regulations, and coordinate information on licensing requirements as mandated by the Teachers Standards and Practices Commission (TSPC).

13. Collaborate closely with the Workforce Planning and Staffing Administrator to develop recruiting strategies and objectives in alignment with the District’s staffing model objectives.

14. Manage programmatic efforts to staff our highest need schools with a high quality, diverse teaching pool.

15. Communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Contributes to cultural diversity for educational enrichment.

16. Develop and maintain procedures to ensure the District’s Diversity Plan meets all District, regulatory and legal requirements. Monitor and stay abreast of regulatory changes affecting EEO/AAP compliance and recommend appropriate process and policy changes/updates.

17. Create an ethnically and culturally diverse applicant pool and pipeline by actively encouraging interested and qualified individuals to apply to become teachers and employees of 4J.

18. Foster a challenging, equitable, ethical and safe work environment, which encourages collaboration, skills development and professional growth, and continuous improvement.

19. Maintains confidentiality in all aspects of the job.


21. Manage EEO/AAP and OFCCP compliance.

22. Management of NeoGov/GovernmentJobs recruitment and applicant tracking system.

23. Use appropriate software tools including spreadsheets, databases, and statistical packages to access and analyze data.

24. Coordinate and prioritize data requests from school and District staff.

25. Lead collaborative efforts with school staff, district staff, and other key stake-holders to develop research questions, evaluate programs, and create reports that inform decisions impacting instruction.

26. Perform other related duties as assigned by supervisor.

**Guest Teacher and Classified Employees Substitutes**

1. Manage all substitute functions for Licensed Guest Teachers and Classified Employees including temporary employees.

2. Manage recruitment strategies for all substitute positions including the development of a robust, high quality candidate pipeline as indicated in the recruitment functions above.

3. Create an ethnically and culturally diverse applicant pool and pipeline by encouraging interested and qualified individuals to apply to become teachers of 4J.

4. Management the substitute dispatch system Aesop.

**Staff Development**

1. Implement and manage the Emerging Leaders Academy retention program for teachers and assistant principals.

2. Oversee the organization of professional development programs associated with retention initiatives and emerging teachers and assistant principal programs.

Personal skills are critical, including consulting, influencing, relationship, and trust building; ability to inspire action among a diverse, population with multiple perspectives; willing to ask questions and learn vs. telling and doing.

Maintains the Director of Human Resources informed on the progress, challenges and needs involving the administration of recruitment, retention, equity and professional development function.
Required Knowledge, Skills and Abilities

- An unwavering belief that all students can achieve at high levels.
- Demonstrated commitment to improving student outcomes and educator and staff effectiveness.
- Strong leadership skills with experience and background in an instructional leadership role.
- Ability to multi-task and manage flow of simultaneous projects in a fast paced environment.
- Superb communication and interpersonal skills.
- Outstanding diplomacy and relationship building skills, problem solving skills, a consultative approach and the ability to analyze, forecast and plan.
- Ability to build trust and rapport with a diverse body of stakeholders.
- Ability to establish and maintain strategic partnerships.
- Skilled at bringing together and facilitating disparate groups to achieve shared objectives.
- Demonstrated experience navigating through complex organizational structures.
- Demonstrated ability to manage change and ambiguity.
- Ability to build programmatic change initiatives throughout the organization and build solid relationships at all levels of the organization.
- Knowledge of all components of the educator career continuum (recruitment, preparation, evaluation, growth and development, retention, and recognition).
- Understanding of Eugene School District Educator Effectiveness and Growth Systems.
- Experience designing, building, and leading talent acquisition functions highly desirable.
- Ability to drive results, strong analytical and mediation/negotiation skills, and strong process orientation.
- Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators/managers, employees, and vendors.
- Understanding of and ability to work within a political environment with competing demands and limited resources.
- Outstanding organizational skills.
- Ability to work effectively with diverse stakeholders.
- Ability to successfully work independently as well as in a team environment.
- High degree of professionalism, integrity, and dependability.
- Demonstrate a sense of urgency in accomplishing goals and objectives to ensure success.
- Strong commitment and interest in enhancing the role of Human Resources as a strong service provider to schools and departments.

Minimum Qualifications

**Education**

Bachelor’s degree in Education or related field. Master’s degree preferred. Administrator license required.

**Experience**

Minimum Qualifications:

- Three (3) + years district/school administrator or comparable experience in education or related field, 18 months of which must have been in an supervisory position supervising professional and classified employees.
- Outstanding written, verbal, and presentation skills.
- Strong interpersonal skills.
- Experience as a teacher or a school administrator and knowledge of school/district organization and practice highly desirable.
Work Environment

Work is performed in a high paced office environment. Work frequently includes statistical analysis, qualitative analysis, review of relevant academic research, and the development and interpretation of additional measurement tools (e.g. surveys, data collection, etc.).

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