

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II- MP RECRUITER HUMAN RESOURCES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs professional, administrative, and public relations work to develop and implement strategies to identify qualified individuals for vacant teaching positions, including sponsoring recruitment events for external candidates, participating in college and university recruitment activities, and making presentations and disseminating recruitment literature to appropriate businesses and community organizations. Under limited supervision, the recruiter will also form partnerships with local colleges and universities for the purpose of recruiting college graduates into the field of teaching. Employee may also perform other special projects as assigned by the Chief Human Resources Officer or Executive Director - Human Resources. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Educating college students about employment in the field of education.

Holding specialized recruiting events at partner universities.

Implementing a comprehensive marketing plan.

Attending recruitment fairs held by colleges and universities for the purpose of recruiting teachers.

Collaborating with institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers Program for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract new teachers.

Collecting/analyzing data for the purpose of preparing reports.

Designing/making presentations to students, parents, businesses, the general public and other groups for the purpose of disseminating information about teaching in the District.

Interviewing/screening teacher candidates for the purpose of ensuring that they are qualified and meet the District's recruitment needs.

PROGRAM ADMINISTRATOR II – MP RECRUITER

Planning/implementing/attending recruitment fairs in locations throughout the region and out-of-state for the purpose of recruiting teachers.

Scheduling/coordinating a variety of activities and projects for the purpose of collaborating with various agencies and organizations to address the issue of recruiting highly qualified teachers.

Utilizing the media (newspaper, TV, radio, Internet) for the purpose of attracting teacher candidates.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

The ideal candidate will hold a current NC teaching license and have 5 or more years teaching experience in a hard to staff school. In lieu of teaching experience, a Bachelor's degree in social science, business, public administration or a related field with 8 or more years of professional experience, knowledge of or experience in recruiting and marketing, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities will be considered. Candidates should have superior written and oral communication skills, be comfortable networking in social situations, be able to speak publically to large groups and utilize a wide variety of communication technologies.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

PROGRAM ADMINISTRATOR II – MP RECRUITER

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, technical studies, resolutions, budgets, charts, graphs, etc. Requires the ability to prepare correspondence, reports, forms, studies, statistical analysis, charts, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including legal, personnel, and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to understand and apply theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

PROGRAM ADMINISTRATOR II – MP RECRUITER

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state, and local laws and regulations pertaining to equal opportunity recruiting and hiring practices.

Considerable knowledge of the philosophies, principles, practices and procedures of public school administration.

Considerable knowledge of the organization and current operations of GCS.

Considerable knowledge of standard research techniques, methods and procedures.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends and developments in the fields of personnel administration and equal employment opportunity.

Skill in the collection, analysis and presentation of statistical and technical data.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to research program documents and narrative materials and to compile reports from information gathered.

Ability to make decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with school officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of

PROGRAM ADMINISTRATOR II – MP RECRUITER

employees to this job.