

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Program Administrator II – Recruiting/Staffing/Employment Human Resources Division

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional, administrative and public relations work to develop and implement strategies to recruit, administer, and promote assigned Human Resource functions for the Guilford County Schools. Work involves implementing system-wide recruitment efforts, screening, hiring and placement of licensed, administrative, classified and substitute personnel that ensures cultural diversity and equal employment opportunity throughout the district. Employee is responsible for collecting, evaluating and managing data, assessing program goals and objectives, and supporting other departmental functions. Employee may also perform other special projects as assigned by the Chief Human Resources Officer or Executive Director - Human Resources. Reports to the Executive Director of Human Resources.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops a pool of qualified applicants for existing and potential vacancies; Refers eligible candidates to hiring administrators for consideration. Ensures principals have access to highly qualified candidates in a timely manner; Maintains a pool of qualified candidates for critical need areas as defined by the District.

Supervises staff responsible for recruiting, screening, and hiring employees.

Responsible for developing, maintaining and implementing a recruitment calendar that encompasses national and local events. Participate in recruitment fairs. Manages online and print media recruitment and marketing strategies.

Plans/implements/attends recruitment fairs in locations throughout the region and out-of-state for the purpose of recruiting qualified applicants. May occasionally require evening hours, overnight travel and weekend work.

Reviews applications to the district to determine eligibility for employment. Reviews credentials to determine the applicants' eligibility for North Carolina educator licensing, when applicable.

Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.

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Interprets State and Federal licensing policies and guidelines for applicants and employees.

Utilize the Internet for recruitment.

Posts positions to appropriate Internet sources.

Improves the District's website recruiting page to assist in recruiting.

Researches new ways of using the Internet for recruitment; identifying passive and active candidates.

Use social and professional networking sites to identify and source candidates.

Assists with managing the substitute hiring and support process; handles substitute complaints, disputes, unemployment hearings, and makes recommendations for termination of subs as per GCS procedures; Monitors absence reports and makes recommendations for substitute recruiting efforts.

Trains staff and/or employees on pertinent procedures, expectations, and/or policies.

Assists the District with employee retention efforts.

Assists the District with achieving Strategic Plan goals.

Assists with developing and implementing new employee orientation strategies to promote employee engagement and satisfaction.

Improves organizational effectiveness by recommending new recruitment, marketing and retention strategies, procedures and practices to attract and retain quality candidates.

Avoids legal challenges by understanding current policies, legislations; enforces policies and regulations.

Provide training as needed to appropriate staff.

ADDITIONAL JOB FUNCTIONS

Conduct licensure information sessions as needed for applicants and/or employees.

Conduct screening interviews for teacher and administrative applicants as requested.

Works collaboratively with college and universities on student teacher placement and recruitment.

Assists with contract administration, including ensuring appropriate contracts are issued and maintained in accordance with State guidelines.

Assists with reviewing and resolving State licensure audit exceptions.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Human Resources, Education, Business Administration or Public Relations and 3 to 5 years of experience in human resource management involving Recruitment or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities. 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, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time

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 receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

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 standard English and government 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 apply the theories of algebra/statistics.

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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 or tools of the position.

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

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of 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.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of North Carolina teacher licensing policies and procedures.

Considerable knowledge of North Carolina Public School laws and General Statutes.

Ability to use a variety of office machines, including popular computer-driven word-processing, spreadsheet and file maintenance programs.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to communicate effectively both orally and in writing.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to establish and maintain effective working relationships with other employees and the general public.

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 employees to this job.

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