

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR – RECRUITING HUMAN RESOURCES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs professional, administrative, technical and strategic work related to creating, communicating, implementing and evaluating a robust Talent Acquisition plan for the District. Develops recruitment calendars, plans recruitment events, and administers the Student Teaching/Internship Placement process. Position requires travel. This position manages processes related to Substitute Teaching and other temporary personnel employment. Incumbent must collaborate with internal and external partners to develop, implement, and administer system-wide recruitment efforts, which ensure cultural diversity and equal employment opportunity. Creates multi-year strategic recruitment plan. Conducts presentations and provides training on recruiting, hiring and onboarding new employees as needed. Explores best practices in recruitment, hiring, retention and staffing and implements appropriate practices. Incumbent must be able to identify, disaggregate and analyze appropriate Human Capital data to inform practices. Effective communication, relationship building, leadership and planning is required. Ability to successfully manage multiple projects and deadlines in a fast-paced environment. Responsible for the supervision and leadership of assigned staff. Employee also performs other special projects as assigned. Reports to the Executive Director – Human Resources.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Develops, implements, and administers District recruiting efforts to attract the highest quality employees and to ensure cultural diversity and equal employment opportunity.

Develops long- and short-term plans for implementing diversity recruitment strategies for GCS.

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 recruiting qualified applicants. May occasionally require evening hours, overnight travel and weekend work.

Establishes and maintains rapport with a variety of external partners and serves as a liaison to Colleges and Universities on matters related to recruiting, hiring, onboarding and supporting new employees.

## **DIRECTOR - RECRUITING**

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.

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.

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

Gathers and analyzes statistics and other data, and conducts interviews and/or surveys to evaluate effectiveness of recruitment efforts and to determine appropriate strategies for recruiting, hiring, and retaining effective staff.

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

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

Develops or coordinates access to seminars, workshops, classes, etc., to provide identified District needs.

Ensures compliance with local, state, federal regulations related to recruiting and hiring; applies North Carolina Department of Public Instruction licensure rules and other regulations governing employee licensure to recruit internal and external staff.

Serves as a liaison to the U.S. Department of Education to assist the District in identifying and securing timely and accurate information, understanding the rules and regulations, and providing other assistance necessary for developing proposals to receive federal program funds.

Establishes and maintains rapport with a variety of external partners and serves as a liaison to Colleges and Universities on matters related to recruiting, hiring, onboarding and supporting new employees.

Counsels and advises administrative staff regarding the potential impact of decisions and develops/implements strategies for building understanding and support for recruiting and administrative decisions.

Establishes departmental goals and objectives while implementing new technologies to improve the production, quality control and accuracy within the department.

Evaluates departmental needs pertaining to recruiting, hiring, substitute employee hiring and enhancements to improve management of workflow. Plans and develops system recommendations to fulfill the technology needs of all the departments.

Oversees the coordination of the district's contingency worker process through the substitute office.

## **DIRECTOR - RECRUITING**

Leads the substitute hiring and support process; handles substitute complaints, disputes 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

Acquires and maintains knowledge and understanding of a broad range of programs and practices in the area of personnel administration.

Supervises and conducts personnel administration duties for direct report subordinate(s), including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel report, and granting leave.

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.

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

Provide training as needed to appropriate staff.

Works collaboratively with the Director of staffing in reviewing, improving, and establishing programs and procedures to increase employee satisfaction with the recruiting, hiring, onboarding, transferring, supporting and retention of staff.

Works collaboratively with District leaders to identify hiring, attrition, and employee satisfaction trends.

Actively supports the District's Strategic Plan, mission, and values.

Stays abreast of state and national trends and issues, advises staff or their potential impact on system-wide and division planning, and program initiatives. Counsels and advises administrative staff regarding the potential impact of decisions and develops/implements strategies for building understanding and support for recruiting and administrative decisions.

Works collaboratively with the Director of Staffing and Executive Director of Human Resources to lead a team dedicated to recruiting, hiring, supporting and retaining district employees.

Represents the Superintendent and Chief of Human Resources or Executive Director as designated on committees and at various meetings as requested.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

## DIRECTOR - RECRUITING

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education, leadership, human resources or a related field, with a Master's degree preferred and at least 5 years of progressively responsible experience in human resources management, education/teaching, and/or educational leadership or any equivalent combination of experience and training that provides the knowledge, skills and abilities to successfully perform the essential and required duties.

### 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.

**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.

## **DIRECTOR - RECRUITING**

**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.

### **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 and public education.

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.

General knowledge of the principles of supervision, organization and administration.

Working knowledge of the principles and practices of education administration.

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.

## **DIRECTOR - RECRUITING**

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

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

Ability to provide leadership and to oversee the planning, development and establishment of new, modified and/or improved personnel programs, services, and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develops and presents recommendations to resolve problems and questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to work in a consulting capacity with public officials at various levels of authority and influence.

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 employees to this job.