RECRUITER

Purpose Statement
The job of recruiter is to recruit and retain top talent for the Williamson County Schools in all positions. The individual will provide information and resources to applicants, current employees and members of the community. The job of the recruiter will include researching, developing, planning, evaluating, implementing and maintaining programs and services in compliance with established guidelines; recruiting top applicants, retaining current employees, acting as a liaison with the different universities/colleges, applicants, interns and student teachers and working with all principals and supervisors on staffing their vacancies.

Essential Functions

- Develops, implements and directs system-wide recruitment program focused on attracting and retaining a high quality and diverse workforce. Collaborates closely with senior staff and school leadership to meet current and future staffing needs.

- Monitors operational, organizational and technology changes to ensure that recruitment and staffing goals support the Districts strategic plan goals on a ongoing basis.

- Works collaboratively to develop short and long-term recruitment and retention strategies to achieve required instructional, non-instructional and administrative staffing levels.

- Develops and maintains professional relationships with college, university and community college placement offices, teacher preparation program leadership and various agencies that assist in providing applicants to the schools.

- Designs and directs high-impact hiring process and procedures focused on quality and excellence in education. Ensures compliance with legal requirements related to hiring and certification. Refines processes, procedures and programs related to employee transfers, promotional and placements.

- Designs and implements diversity initiatives integrated into the recruiting process.

- Creates appropriate job descriptions and assists in redefining job descriptions as needed

- Communicates in various ways and forms to applicants, employees, supervisors, agencies, and universities. This includes initiating and engaging in conversations with individuals that have limited knowledge of the district.

- Willing to travel and stay overnight in another location for recruitment fairs, meetings, and college and university visits on a regular basis. The travel will include both in state and out of state engagements.

- Determines staffing needs by collecting and analyzing employee demographic as well as local, state and national labor market data.

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

- Facilitates meetings, workshops, (e.g. Instructional programs, personnel, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying recruitment issues, developing recommendations, supporting other staff, and serving as a District representative.

- Monitors a wide variety of programs, including but not limited to recruiting, student teachers/interns, license renewal, for the purpose of ensuring district compliance with established guidelines.
• Monitors recruitment budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

• Participates in a variety of cross-functional meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities and supporting the strategic plan and other district initiatives.

• Prepares a wide variety of often complex materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting recruitment activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

• Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, and anticipated staffing needs.

• Coordinates recruiting, selection and employment process (e.g., advertising, related social media, processing applications, and preparing screening criteria) for the purpose of meeting district staffing requirements while complying with established guidelines.

• Develops and manages collateral recruiting materials, including related information on the District's website.

• Develops a wide variety of written materials in both manual and electronic formats (job advertisements, brochures, pamphlets, etc.) for the purpose of documenting activities, promoting Williamson County Schools to interested parties.

• Maintains manual and electronic documents, files and records (e.g. vacancy listings, job descriptions, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.

• Participates in and initiates meetings that involve a range of issues as needed and/or assigned (e.g. state meetings, colleges/universities strategy/focus meetings, regulatory requirements, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.

• Presents information on a variety of topics (e.g. recruitment, affirmative action, employment, hiring, etc.) for the purpose of conveying information and/or making recommendations regarding district services.

• Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.

• Supports the Superintendent for Human Resources and Human Resources department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Human Resources Department
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications.

KNOWLEDGE is required to perform advanced math, prepare spreadsheets with advanced formulas, diagrams, graphs, etc. review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; and concepts of grammar and punctuation.

ABILITY is required for Recruiters to have the ability to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking compensation trends. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 10% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience within specialized field is required

Education: Bachelor's degree in job related area

Equivalency: None Specified

Required Testing

Clearances

Criminal Justice Fingerprint/Background Clearance

Certificates & Licenses

None Specified

Continuing Education / Training

None Specified

FLSA Status

Approval Date

Non Exempt

Salary Grade