



## **COORDINATOR, RECRUITMENT AND RETENTION**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Employment Services, the position is responsible for developing and facilitating the design and implementation of the school division's recruitment and retention plan, while supporting efforts to ensure a diverse workforce. The coordinator will use cutting edge technology to assist with developing data driven recruitment strategies. The position is also responsible for key departmental projects and activities, as well as assisting with monitoring and evaluating the efficiency and effectiveness of the delivery of human resources services.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze available data to identify areas of need as they relate to employee recruitment, retention, and turnover.
- Use metrics to track the success/failure of recruitment activities; develop/manage quality-of-hire metrics to further refine recruiting activities yielding higher quality employees; study causes for turnover rates within the division.
- Establish innovative recruitment and retention strategies and programs with an emphasis on minority representation and difficult-to-staff positions. (i.e., employee referral program, retiree opportunity program, etc.)
- Work in partnership with division staff to specifically target approaches which will lead to increased diversity in the applicant pool and among those chosen for employment, as well as an increased number of qualified applicants for difficult-to-staff positions.
- Serve as the departmental point of contact regarding the latest developments and innovations in technological processes, products, and programs related to talent acquisition strategies. (i.e., virtual job fairs, electronic interviews, etc.)
- Develop and maintain social media sites for the purpose of recruitment; provide engaging content to generate high interest from potential applicants.
- Coordinate, organize, and manage all VBCPS hosted job fairs.
- Coordinate the participation of VBCPS recruiters at career fairs and conferences; coordinate recruitment and travel schedules for all recruitment trips.
- Plan, develop, implement and manage onboarding activities for newly hired employees and substitutes.
- Coordinate the placement of university students (i.e. observation, practicum, guidance interns, student teachers, and administrative interns).
- Facilitate the *VBCPS Future Teacher Award* and contract process; serve as the department's liaison for the Virginia Teachers for Tomorrow program and the Early Childhood Education Program.
- Counsel applicants and employees to resolve matters related to the employment application process.
- Review and respond to questions related to pre-employment background issues.
- Supervise the day-to-day operations of the substitute office.
- Complete performance evaluations of assigned staff members.
- Post vacancies and staff positions as assigned.
- Work collaboratively with the Directors of Employee Relations and Employment Services to develop and implement appropriate training related to human resources functions.
- Develop and present reports to the School Board.
- Participate in various committees as assigned.
- Perform related work as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public school employment; knowledge of cutting edge technology applications; knowledge of training and current delivery methods; ability to establish and maintain effective relationships with school officials, employees, and the general public; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise, and review the work of assigned staff; ability to establish, implement, and monitor operational procedures.

**EDUCATION AND EXPERIENCE**

Master's Degree in educational administration, or human resources, or related field is required. Experience in human resources talent acquisition, preferably in a school system, and at least five (5) total years of successful K-12 classroom teacher experience and school based administrative experience is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: 7/16
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