



# RECRUITMENT AND RETENTION COORDINATOR

Classification: Professional Technical Level 6

Location: District Office

Reports to: Human Resources Director

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and position requirements change.

## **Part I: Position Summary**

This position is responsible for advancing recruitment and retention efforts in collaboration with district administrators, universities/colleges, and community partners through the implementation of the human capital strategic initiative, with emphasis on diversifying employee groups and growing your own pathways for students, staff, and community members.

## **Part II: Supervision and Controls over the Work**

This position works under the guidance and direction of the human resources director and is responsible for carrying out assigned tasks and areas of responsibility. Work is guided by and must be in compliance with the school board's policy direction, state and local requirements, collective bargaining agreements, and the direction of the human resources director.

## **Part III: Major Duties and Responsibilities**

1. Monitors compliance with the Recruiting Washington Teachers grant funding and requirements. Completes timely reports and provides timely responses to queries to support grant requirements.
2. Champion the Grow Your Own Program (GYO) to develop employee and student pathways through research, planning, presentations, data and tracking, and clerical duties.
3. Communicates and supports GYO participants across the district.
4. Attend and participate in professional learning, training, and conferences to stay informed of industry trends, research, and practices relevant to GYO pathways.
5. Establishes and maintains partnerships with colleges, universities, individuals, and community partners.
6. Develop and implement all recruitment and retention practices through an equity lens and dedication to increasing the diversity of our staff population.
7. Actively encourage qualified individuals to apply for positions in the district to create a diverse applicant pool and pipeline.
8. Serve as a member of the district's Equity and Access Council and lead the Human Capital: Recruitment and Retention Strategic Initiatives.
9. Collaborate with district administrators to develop, create, and implement a strategic recruitment and retention plan.
10. Maintains exit survey database and creates yearly reports for the Human Resources Leadership team.
11. Manages and coordinates all aspects of the Student Intern Program.
12. Utilize social media, including university job boards, LinkedIn, WorkSource, and diverse innovation technology resources to support recruitment initiatives.

13. Coordinates and proctors the ETS ParaPro Assessment for prospective candidates.

#### **Part IV: Minimum Qualifications**

1. Bachelor's degree in education, human services, or a closely related field and a minimum of two years of experience working in a P-20 educational setting or the non-profit sector.
2. Strong oral and written communication and presentation skills.
3. Ability to build relationships and work effectively with diverse groups. Demonstrated commitment to promote equitable access and educational achievement of diverse students.
4. Deep understanding of equity, especially in an educational context
5. Highly self-aware of identity, biases, and characteristics, and how those impact one's leadership.
6. Able to operationalize strategy with high precision and efficiency to achieve ambitious achievement targets.
7. Excellent organizational skills with the ability to manage logistical details.
8. Ability to work independently, under supervision, and in a team environment.
9. Skill in the use of standard office technology and technology database systems.
10. Knowledge and understanding of the effect of teacher role models and a commitment to increasing the diversity of teachers in the P-20 system.
11. Valid driver's license.

#### **Part V: Desired Qualifications**

1. Master's degree in education, human services, or a closely related field.
2. Teaching or counseling experience in K-12 educational settings with an emphasis in multicultural education, youth mentoring, college student recruitment and retention.
3. Experience facilitating mentoring programs and/or advising for college students; grant-writing experience.
4. Experience in at least one of the following talent work stream areas: recruitment, selection, or development
5. Served on a committee/board designed to increase teacher retention
6. Spanish language ability, or multilingual and/or multicultural.

#### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak. The employee may also be required to work extensively at computer displays.

Employees may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to travel between partner locations and work alternative schedules as needed, including evenings and weekends.