

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, RECRUITMENT, RETENTION AND EMPLOYEE RELATIONS

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Minimum of three (3) years successful recruitment and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the recruitment budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies and appropriate statutes. Ability to use effective interview techniques. Ability to use effective public speaking skills, interaction skills and problem-solving skills. Skills in personnel management. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research.

REPORTS TO:

Associate Superintendent of Support Services

JOB GOAL

To develop and implement a comprehensive recruitment program with emphasis on minority and critical shortage areas and other related activities.

SUPERVISES:

District Recruitment Teams

PERFORMANCE RESPONSIBILITIES:

- * (1) Works closely with Principals, staff and department supervisors in determining personnel needs and filling vacancies with qualified applicants.
- * (2) Establish and maintain contact with career placement officers of colleges and universities for ongoing recruitment activities.
- * (3) Works closely with personnel analysts responsible for certification of eligible applicants.
- (4) Maintain records and compile and analyze relevant data for reporting.
- * (5) Monitor and report progress of recruitment and retention efforts.
- (6) Develop a recruitment schedule for the district.
- * (7) Train teams of recruiters for scheduled recruitment events.
- * (8) Assist district personnel in investigations when needed.
- (9) Assist in preparation of Collective Bargaining.
- (10) Other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: Support Salary Schedule 4