

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

Coordinator, Talent Acquisition and Retention

SALARY SCHEDULE: Instructional, Confidential

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution in Education, Human Resources, or related field.
- (2) Minimum of five (5) years experience in progressive human resources work or education preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of recruitment techniques, systems, and hiring processes. Knowledge, understanding, and ability to systematically collect staffing demographics. Ability to interpret, understand and apply a negotiated agreement. Knowledge of interrelationships between personnel and management. Ability to work well with people. Knowledge of laws, rules and regulations governing assignment. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge and understanding of effective technology systems for human resources needs.

REPORTS TO:

Staffing Administrator

JOB GOAL

To provide substantial and effective leadership direction for developing, implementing, and monitoring talent acquisition and retention strategies for Sarasota County Schools.

SUPERVISES: Secretary, Talent Acquisition

PERFORMANCE RESPONSIBILITIES:

- * (1) Lead substantial human resources efforts related to the recruitment and retention of instructional and support personnel.
- * (2) Establish and maintain an effective electronic, online district recruitment system.
- * (3) Build and manage recruitment strategy campaigns to ensure widespread knowledge of vacancies and strong response rate of qualified individuals.
- * (4) Gain familiarity with Sarasota County Schools Teacher Academies to recognize potential future teachers from within and facilitate workforce planning.
- * (5) Establish relationships with local universities to identify new graduates with high potential.
- * (6) Facilitate scheduled touch points during instructional new hires' first year to promote engagement.
- * (7) Plan, recommend and promote policies, programs, and strategies which will support School Board objectives as they relate to talent acquisition.
- * (8) Facilitate face-to-face new instructional hire comprehensive orientation in a timely, routine manner.
- * (9) Monitor and evaluate first year instructional employee attitudes by creating and collecting survey data.
- * (10) Establish and streamline onboarding protocol for new hire instructional staff.

COORDINATOR, TALENT ACQUISITION AND RETENTION (continued)

- * (11) Assist in the coordination of recruitment schedule and participate in recruitment trips to selected colleges, universities, and other appropriate, related events.
- * (12) Maintain and analyze recruitment data for the district.
- * (13) Conduct personnel research, prepare personnel statistics and develop, conduct or assist in training programs.
- * (14) Assist in the interpretation of programs, philosophy and policies of the District to staff, student and the community.
- * (15) Respond to inquiries or concerns in a timely manner.
- * (16) Disseminate information and current research to appropriate personnel.
- * (17) Keep well informed about current trends and best practices in areas of responsibility.
- * (18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (19) Promote and support professional growth for self and others.
- * (20) Develop annual goals and objectives consistent with and in support of District goals and properties.
- * (21) Maintain a network of peer contacts through professional organizations.
- * (22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Serve on District, state or community councils or committees as assigned or appropriate.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Provide leadership and direction for the assigned areas of responsibility.
- * (27) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- * (28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (29) Assist in implementing the District's goals and strategic commitments.
- * (30) Exercise proactive leadership in promoting the vision and mission of the District.
- * (31) Provide oversight and direction for cooperative planning with other agencies.
- * (32) Set high standards and expectations for self and others.
- * (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (35) Facilitate problem-solving by individuals or groups.
- * (36) Sustained focus and attention to detail for extended periods of time.
- (37) Perform other tasks consistent with the goals and objectives of this position.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities