



Longview Independent School District

JOB DESCRIPTION HUMAN RESOURCES RECRUITER/COORDINATOR

JOB TITLE:	Human Resources Recruiter/Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Responsible for recruitment of candidates for employment, with a focus on increasing diversity, while ensuring compliance with Board rules, policies, and procedures as well as applicable state and federal laws and regulations; work under moderate supervision to verify and monitor certification status of applicants and employees; confirm district compliance with state certification and licensing requirements; assist with recruitment and employment application process

QUALIFICATIONS:

Education/Certification:

Master's degree required
Certified teacher in the State of Texas
PDAS and ILD training and T-Tess trained

Special Knowledge and Skills:

- Bilingual capabilities highly preferred
- Knowledge of certification and instructional skills sets for K-12 instruction
- Knowledge of the selection, training, and supervision of personnel
- Ability to organize and implement policy and procedures
- Ability to interpret data
- High Level Technology skill sets required
- Ability to develop and deliver training to adult learners
- Strong communication, public relations, and interpersonal skills

Experience:

Five to ten years experience as an educator
At least three years campus leadership experience required; successful classroom teaching experience required
Recruiting experience preferred



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states
2. Assist principals and director of human resources (HR) in identifying appropriate certification requirements for teacher assignment according to SBEC assignment criteria
3. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines; process SBEC permit applications and monitor permit status
4. Research and maintain current information on SBEC and No Child Left Behind (NCLB) rules, certification requirements and processes, and testing dates
5. Compile, maintain, and file all reports, records, and other documents as required including maintaining a database of certification and licensing information for certified or licensed professionals, paraprofessionals, and auxiliary employees
6. Prepare correspondence, forms, and reports according to district standards and requirements for the director
7. Identify optimum recruiting opportunities and represent the district at key recruiting fairs and events
8. Coordinate the assignment of student teachers and staff from educator preparation programs
9. Assist with planning and coordinating the annual district teacher job fair or participate in planning of regional job fair
10. Assist with systemizing the employment application and screening process, monitor for effectiveness, and make recommendations for changes as needed
11. Compile, maintain, and file related reports, records, and other documents required
12. Develop, plan, and implement recruiting activities designed to enhance the District's ability to attract and retain a diverse, high-performing workforce, with a focus on recruiting qualified professional teaching and support candidates



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

13. Develop and maintain a network of contacts to help identify and source qualified candidates
14. Coordinate and participate in recruitment trips to selected colleges and universities, job fairs, and other appropriate events
15. Develop recruitment programs, brochures, videos, displays and other related materials
16. Write and place recruitment information and position advertisements in various media
17. Develop and maintain a positive relationship with the business community in an effort to develop and enhance recruiting programs and strategies
18. Establish recruitment and retention plans for minorities, critical shortage areas, and high needs schools
19. Maintain and analyze recruitment and retention data and use data to develop a comprehensive recruitment plan
20. Project future district employment needs and develop plan to meet those needs within budgetary guidelines
21. Coordinate and facilitate travel arrangements and accommodation requirements for other District personnel who represent the District on recruiting trips
22. Explore social media options for additional recruiting activities
23. Up to 60% travel may be required to support recruiting activities
24. Communicate with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, and anticipated staffing needs
25. Coordinate recruiting, selection and employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria) for the purpose of meeting District staffing requirements while complying with established guidelines
26. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

27. Adhere to the district's safety policies and procedures
28. Maintain confidentiality in the conduct of district business
29. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned
32. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators and perform other tasks and assume such responsibilities as related to the position and as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Professional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: June, 2017