



Longview Independent School District

JOB DESCRIPTION

COORDINATOR STAFF/RECRUITING

JOB TITLE:	Coordinator Staffing/Recruiting	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Clerical/Para 6

PRIMARY PURPOSE:

Implement the district application management system to ensure prospective applicant files are disseminated to campus principals and departmental supervisors

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Knowledge of state and local legal requirements of record retention
- Knowledge of records management and modern office methods, procedures, and practices
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively, orally and in writing

Experience:

Three (3) years secretarial/office experience

MAJOR RESPONSIBILITIES AND DUTIES:

Applications

1. Explain the application process and provide general information to applicants for instructional positions in person or by telephone
2. Distribute applications to interested parties in person or by mail



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Applications (continued)

3. Maintain high volume contact by telephone and in person with potential and active applicants daily
4. Review transcripts and reference forms which arrive at various stages of the process and assemble completed application packages for review and action by hiring officials
5. Inform applicants in writing of the status of their applications
6. Code applications and input data into the computer for retrieval, as required
7. Type new forms and have forms printed and available as needed
8. Maintain an active file for one year, updating applicant files as new information is received; maintain an inactive supply file for one year

Recruiting

9. Prepare application packets for use on recruiting trips by administrators
10. Conduct recruiting action to locate applicants for positions by contacting a variety of sources or preparing vacancy announcements or newspaper advertisements or internet sources
11. Prepare recruiting calendar for recruiters, make travel reservations for recruiting trips, and prepare travel forms
12. Maintain contact with colleges for information on recruiting dates
13. Respond to requests for general or procedural information from school division officials, employees, applicants, and the public; provide verbal or written verification of employment, as required
14. Manage the archives, including performing research and responding to information requests from the general public



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. 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)
19. Demonstrate regular and prompt attendance
20. Other duties 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; work is performed in an office setting and is subject to many interruptions; many assignments involve working with employees and the general public



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; 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; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional 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: APRIL, 2020