



T U L S A

PUBLIC SCHOOLS

Job Title: Human Capital Recruiter

Department: Human Capital
Reports To: Director of Teacher Talent
Grade: BG-07
Number of Days: 12 Months
Security Access: ESC
Current Date: March 7, 2014
Overtime Status: Exempt

Position Summary: Performs recruitment and retention activities that support the staffing needs for the district.

Qualifications/Job Requirements:

Education:

- BS, BA, Master level preferred

Experience:

- 3 years recruitment experience in business, social service or education, preferred.

Specific Training/Skills:

- Communication skills
- Results oriented
- Ability to travel at least 75% of the time, with 25% of that time being out of district
- Intuitive managerial skills
- Working knowledge and ability to utilize a variety of technology software products
- Ability to make public presentations regarding the organization and opportunities

Scope of Authority (If Applicable):

- Execute/implement pre-set plan.
- Limited authority

Customer Contacts (Internal and External):

- Internal:
 - Principals, administrators, teachers
- External
 - College administrators, students

Duties and Responsibilities:

- Work with the Director of Teacher Talent and Director of Support Talent to design and implement a comprehensive, strategic recruiting and retention plan.
- Drive our aggressive recruitment campaign which successfully results in more than 500 new hires that includes administrators, certified teaching staff and support annually.

- Develop an understanding of the needs of our hiring managers, through varied feedback measures, to ensure we are presenting the best candidates for every position within the organization.
- Work with the Director of Teacher Talent and Director of Support Talent to design, obtain resources, and implement annual recruiting and retention programs.
- Recruit at local, regional and national universities, job fairs or other venues to develop a quality applicant pool.
- Work with the Director of Teacher Talent and Director of Support Talent to implement strategies to recruit minority applicants.
- Work with the Director of Teacher Talent and Director of Support Talent to implement strategies to recruit potential applicants in critical shortage areas.
- Work with the Director of Teacher Talent to develop and implement strategies for teacher retention, especially teachers within the first three years and monitor the effectiveness of implemented strategies.
- Participate in college marketing events and subsequent campus interviews for perspective applicants.
- Assist in the development and maintenance of selection tools for effective and efficient employment selection.
- Post and manage external and internal employment inquiries, as well as trouble-shooting down-stream new hire processing issues.
- Post and manage vacant positions on multiple appropriate platforms.
- Track recruitment measures to assess recruitment effectiveness. Make annual recommendations to improve the district recruitment strategies.
- Create and oversee fiscal resources, developing a rationale for current and future expenses.
- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department /division during peak periods or when there is an overload of duties, and fills in when an individual is away from the work station.
- Perform other duties and tasks as assigned

To perform this job successfully an individual must be able to demonstrate the following professional competencies:

- Must be an analytical in approach and have the ability to make independent decisions.
- Must have interpersonal and communication skills (both written and verbal) to effectively communicate and relate with a multitude of stakeholders.
- Must be dependable and adaptable with the ability to change with little to no notice, taking the initiative to always move the program forward.
- Must continuously demonstrate professionalism and good judgment.

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