

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8660
Pay Grade: E07

FLSA: Exempt
PTS

MANAGER, TALENT ACQUISITION
<p>REPORTS TO: Assistant Superintendent, Human Resources Services</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Master's degree from an accredited college or university. Minimum of 3 years building and managing high-performing teams towards ambitious outcomes. Track record of success in recruitment context, including recruiting diverse candidates.</p> <p>PREFERRED: At least five (5) years of leadership experience at the district and/or school level in an administrative capacity. Certification in Administration/Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education.</p>
MAJOR FUNCTION
<p>The Manager, Talent Acquisition oversees the strategy and execution of teacher recruitment in the district with an emphasis on minority candidates. Responsible for building and maintaining strong relationships with hiring managers and external partners. Monitors the overall performance of the recruitment team and ensures that rigorous goals and metrics are in place to track their work.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Understands key strategies to yield appropriate volume and quality of teacher candidates across all subject areas, including an understanding of how to recruit and attract minority candidates. • Serves as a key leader on the Assistant Superintendent of Human Resources Services leadership team to ensure HR is building a great pool of teacher candidates. • Establishes a marketing campaign designed to attract highly-qualified applicants. • Establishes a focused, deliberate plan to attend job/recruitment fairs in support of broadening the talent pool of likely candidates. • Leads the overall strategy for building a strong pool of teacher candidates for all positions. • Builds and maintains a robust pool of candidates for critical shortage positions and areas of specialization. • Reviews data to determine recruitment schedule and key activities based on what is yielding high-quality candidates. • Develops recruitment and marketing materials, including a focus on diversity and inclusion. • Develops internal pipeline programs (e.g. Grow Your Own), as necessary, to meet recruitment needs. • Develops process for screening high-potential applicants that is efficient and cost-effective. • Builds and maintains strong relationships with hiring managers (principals and district-level staff) and external partners (schools of education, alternative programs, diversity organizations). • Incorporates feedback from principals and district-level staff into the recruitment and selection process. • Works collaboratively with external partners on recruitment events and referrals. Provides feedback to external partners about quality of new hires from their programs. • Works collaboratively with Directors of Human Resource to ensure 100% of teacher vacancies are filled by start of school. • Works collaboratively with Directors of Human Resource and other key partners to accurately forecast teacher vacancies for upcoming school years.

MANAGER, TALENT ACQUISITION

ESSENTIAL RESPONSIBILITIES (Continued)

- Regularly reviews vacancy and selection data with Directors of Human Resource to ensure that vacancies are being filled in timely manner.
- Develops processes to share high-potential teacher candidates with HR Team and/or principals.
- Provides overall leadership and management to Recruitment Team and HR Team.
- Collaborates with other senior HR leaders on key HR projects and initiatives.
- Collaborates with key stakeholders to make sure teacher recruitment is meeting needs of district. Provides day-to-day management of the Recruitment Team, including developing and coaching direct reports.
- Develops and monitor key team goals and metrics.
- Networks through industry contacts, association memberships, trade groups and employees.
- Makes presentations at colleges and universities, attends student group meetings, and increases college awareness of the district before and after career fairs.
- Establishes and maintains contact with postsecondary placement offices.
- Increases the district's overall minority teacher recruitment program on a state and national level.
- Develops and implements teacher recruitment training.
- Assists the Equal Opportunity Office in maintaining the school teacher profile.
- Performs other related duties as assigned.

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 established by the district.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/14/16 CH; BOARD APPROVED: 01/24/17

MANAGER, TALENT ACQUISITION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Manager, Talent Acquisition - PTS