



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8780
Pay Grade: E04

FLSA: Exempt
PTS

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| RECRUITER |
| REPORTS TO: Manager, Talent Acquisition |
| SUPERVISES: N/A |
| QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes. |
| PREFERRED: Human Resources experience in the recruitment or selection of personnel and/or classroom teaching experience or demonstrated knowledge of federal teacher quality requirements |
| MAJOR FUNCTION |
| The Recruiter is responsible for the development and coordination of the district's overall recruitment and retention program with an emphasis on minority candidates. Work is performed independently and is reviewed through observation and evaluation. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Coordinates the district's recruitment and retention program for instructional personnel.• Establishes effective collaboration with the district's recruitment and retention plan for minorities, critical shortage areas, and high needs schools.• Coordinates processes with the Manager, Talent Acquisition and site and departmental administrators.• Selects and trains a cadre of recruiters in coordination with Manager, Talent Acquisition and Area Superintendents.• Conducts analyses of employment trends, job market forecasts, and the potential impact on the district.• Maintains and analyzes recruitment and retention data and uses data to develop comprehensive district plan.• Projects future district employment needs and develops plan to meet those needs.• Assists with the district's overall minority teacher recruitment program on a state and national level.• Serves as the district liaison with state colleges of education and the Florida Department of Education (FLDOE).• Coordinates and participates in recruitment trips to selected colleges and universities, job fairs, and other appropriate events.• Recommends offers of advance contracts or binders for instructional personnel.• Assists in developing recruitment and marketing materials, including a focus on diversity and inclusion.• Prepares recruitment displays and other appropriate materials.• Organizes and coordinates local job/placement fairs.• Collaborates as liaison between stakeholders and the district in the areas of retention/recruitment, credentialing.• Screens highly-potential applicants to build a pool of candidates for hiring managers.• Works to ensure effective and efficient processes are being utilized for all credentialing services.• Performs other related duties as required. |

RECRUITER

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

RECRUITER

| 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 | | | | |

Recruiter – PTS