

ASSOCIATE DIRECTOR OF MINORITY RECRUITMENT AND RETENTION

TITLE: Associate Director of Minority Recruitment and Retention

REPORTS TO: Chief Officer of School, Community and Government Support

SUPERVISES: Clerical staff, and any other relevant staff that may be assigned to work in this specific area by the Chief Officer of School, Community and Government Support.

JOB FUNCTION: Recruit for highly qualified applicants in all areas with a focus on minority recruitment. Ensure the development and implementation of minority business enterprise and women business enterprise district procurement goals. Organize and head projects to attract, grow, and retain highly qualified minority applicants. Assist with oversight of the proper implementation of all legal tenets of the SBDM laws and regulations.

DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for recruitment for diversity (race, gender, ethnicity, etc.) in both classified/certified.
- Assumes responsibility for administration of the requirements for minority teacher recruitment as outlined in KRS 160.380(2) (d).
- Assumes responsibility for working closely with KDE to provide information on minority and alternative certification scholarships.
- Assumes responsibility for serving as a resource person to district administrative and supervisory personnel in matters relating to recruitment of work force diversity (race, gender, etc.)
- Assumes responsibility for attending recruiting events with a focus on diversity.

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- Assumes responsibility for working with Human Resource on events with specific emphasis on minority recruitment and diversity.
 - Maintain regular attendance.
 - Develop and maintain a positive rapport with families, staff and applicants.
 - Perform other duties as specified by supervisor.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelor's degree (MA preferred)
- Three years in monitoring and compliance work
- Three years of experience working with minority groups on diversity/equity issues
- Must be knowledgeable in KERA and SBDM laws relating to school personnel, management and leadership
- Ability to work effectively with applicants, teachers, administrative staff and community representatives
- Ability to plan, organize and manage work within specified timelines

Original Date: 03.2014

LICENSES AND OTHER REQUIREMENTS:
