

POSITION:	Teacher Recruiter
POSITION SUMMARY:	Identify, recruit and retain certified teachers in the assigned district; maintain communication between state and local officials; plan, coordinate and assess training opportunities and program activities necessary for recruitment possibilities.
QUALIFICATIONS/ REQUIREMENTS:	Kentucky Department of Education Teacher Certification Minimum of 5 years teaching experience
REPORTS TO:	Director of Personnel
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Coordinate the district's recruitment efforts ➤ Attend employee recruitment fairs ➤ Placement of district student teachers ➤ Work with high schools to create Educators Rising programs ➤ Recommend and coordinate activities to improve the performance of district personnel relative to interpersonal and educational performance among staff, students, parents and community members. ➤ Attend recruiter meetings and other training sessions sponsored by the district and the State Department of Education ➤ Receive and respond to letter and telephone inquiries regarding job openings ➤ Maintains ongoing communication with schools of education and similar institutions likely to prove helpful as a source of personnel ➤ Report quarterly/semi-annually progress, problems, and needs in the areas of recruitment, affirmative action and retention to the director of personnel, superintendent, principals, and the School Board ➤ Interview and monitor new teachers once each semester. Report findings of teacher training needs and concerns to the director of personnel ➤ Organize district recruitment fair and publicize teacher openings ➤ Perform other reasonable duties as assigned
TERMS OF EMPLOYMENT:	<p>Employment with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.</p> <p>Employment Range: 185 Days</p>
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of

the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Director of Personnel.

Board Approval:

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