



NEW: Revised: Submitted:  
 07/01/2019 05/14/2019  
 08/03/2022 08/02/2022

JOB TITLE:	ASSOCIATE ASSISTANT DIRECTOR EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8629
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination, organization, planning, and development of JCPS employee retention efforts with a primary focus on teacher retention. Maintains contact with other units, departments, and entities outside the District on matters involving employee retention. Provides leadership for retaining a diverse educator workforce.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives, and functions of teacher retention
Analyzes and reports retention metrics and maintains local and national trend data that impact retention
Makes recommendations regarding implementation of research-based retention strategies
Serves as the primary point of contact for each class of newly hired JCPS teachers for at least three years utilizing a gradual release of support each year
Coordinates retention support for individual teachers beyond the third year as needed
Prepares required and special reports as requested
Develops the budget for retention initiatives and assures that all functions operate within the appropriate amounts
Maintains regular communication with members of the new teacher cohort regarding successes and needs
Provides new teachers with access to various resources necessary for their first years of teaching
Acts as a liaison to schools and departments regarding culture and climate at the school level
Refers new teachers for mentoring services provided by the Professional Learning Department and others as needed
Establishes and maintain a list of school-based points of contact for new teachers in each location
Approves retention-related tasks in a timely manner
Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
Prepares, delivers, or assists with training opportunities as appropriate
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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The work is performed while standing or walking ~~primarily sedentary~~. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment. In-county travel is required on a regular basis.

#### MINIMUM QUALIFICATIONS

~~Bachelor's~~ Master's Degree

Three (3) years of successful experience in recruitment and retention

Valid Driver's License

Effective written and verbal communication skills

Successful leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's Degree

Kentucky Teacher Certification

Kentucky Professional Certification in Administration and/or Supervision

Experience in a diverse workplace



Revised: 08/03/2022  
Submitted: 08/02/2022

JOB TITLE:	ASSISTANT DIRECTOR EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of JCPS employee retention efforts with a primary focus on teacher retention. Maintains contact with other units, departments, and entities outside the District on matters involving employee retention. Provides leadership for retaining a diverse educator workforce.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives, and functions of teacher retention
Analyzes and reports retention metrics and maintains local and national trend data that impact retention
Makes recommendations regarding implementation of research-based retention strategies
Serves as the primary point of contact for each class of newly hired JCPS teachers for at least three years utilizing a gradual release of support each year
Coordinates retention support for individual teachers beyond the third year as needed
Prepares required and special reports as requested
Develops the budget for retention initiatives and assures that all functions operate within the appropriate amounts
Maintains regular communication with members of the new teacher cohort regarding successes and needs
Provides new teachers with access to various resources necessary for their first years of teaching
Acts as a liaison to schools and departments regarding culture and climate at the school level
Refers new teachers for mentoring services provided by the Professional Learning Department and others as needed
Establishes and maintain a list of school-based points of contact for new teachers in each location
Approves retention-related tasks in a timely manner
Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
Prepares, delivers, or assists with training opportunities as appropriate
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment. In-county travel is required on a regular basis.

MINIMUM QUALIFICATIONS
Master's Degree
Three (3) years of successful experience in recruitment and retention
Valid Driver's License
Effective written and verbal communication skills
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Teacher Certification
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace



NEW: Revised: Submitted:  
 01/01/2020 12/10/2019  
 08/03/2022 08/02/2022

JOB TITLE:	COORDINATOR SPECIALIST RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8286
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs, **monitors**, and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts. **Initiates creative partnerships with internal and external stakeholders to advance recruitment efforts.**

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates **and sustains research-based recruitment strategies aspects of recruitment** for both certified and classified positions within the District
- Implements multi-media marketing strategies to enhance District branding and employee recruitment
- Develops, **and** implements, **and monitors a** position specific targeted search strategies **ies** to source active and passive candidates
- Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
- Monitors **and tracks** local, state and national supply and demand data related to positions and needs of the District
- Cultivates **and maintains** contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Collaborates with school and department leaders on location specific successful recruitment and marketing strategies.**
- Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
- Develops and maintains state and national contacts to support recruitment efforts
- Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
- Assures compliance with Board recruitment goals and administrative objectives**
- Evaluates staff as assigned**
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

The work is performed while standing or walking ~~primarily sedentary~~. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

#### MINIMUM QUALIFICATIONS

~~Bachelor's~~ Master's Degree

Three years of ~~E~~experience in recruiting, sales, or marketing some of which has been at a large organization

Valid Driver's License

Effective written and verbal communication skills

Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

#### DESIRABLE QUALIFICATIONS

Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media

Experience in a diverse workplace

Three (3) years of successful teaching experience



Revised: 08/03/2022  
Submitted: 08/02/2022

JOB TITLE:	SPECIALIST RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8286
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership and support for District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Designs, monitors, and implements multiple strategies, projects, initiatives and activities to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts. Initiates creative partnerships with internal and external stakeholders to advance recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates and sustains research-based recruitment strategies for both certified and classified positions within the District
Implements multi-media marketing strategies to enhance District branding and employee recruitment
Develops, implements, and monitors position specific targeted search strategies to source active and passive candidates
Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
Monitors and tracks local, state and national supply and demand data related to positions and needs of the District
Cultivates and maintains contacts with local colleges and universities, businesses, community organizations and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
Collaborates with school and department leaders on location specific successful recruitment and marketing strategies.
Coordinates and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
Develops and maintains state and national contacts to support recruitment efforts
Collects and analyzes data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
Assures compliance with Board recruitment goals and administrative objectives
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
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The work is performed while standing or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

#### MINIMUM QUALIFICATIONS

Master's Degree

Three years of experience in recruiting, sales, or marketing some of which has been at a large organization

Valid Driver's License

Effective written and verbal communication skills

Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

#### DESIRABLE QUALIFICATIONS

Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media

Experience in a diverse workplace

Three (3) years of successful teaching experience





NEW: Submitted:  
08/03/2022 08/02/2022

JOB TITLE:	TECHNICIAN EMPLOYEE RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES
Provides technical assistance to the Director Employee Retention and schools as assigned. Support Director Employee Retention and schools by maintaining retention data, access to District retention tools, and employee engagement systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with collection and analysis of retention metrics and maintains local and national trend data that impact retention
Assists with the implementation of research-based retention strategies
Supports retention strategies by maintaining communication tools and access to outreach programs for newly hired and early career employees.
Assists with the coordination of retention support for individual teachers beyond the third year as needed
Assists in providing new teachers with access to various resources necessary for their first years of teaching
Maintains communication with HR zone teams, schools, and departments regarding culture and climate at the school level
Tracks new teacher referrals for formal and informal mentoring services
Maintains a list of school-based points of contact for new teachers in each location
Prepares retention-related tasks in a timely manner
Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
Assists Director Employee Retention with training opportunities as appropriate
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of successful experience in customer service or employee support

Valid Driver's License
Effective written and verbal communication skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in a diverse workplace



NEW: Submitted:  
08/03/2022 08/02/2022

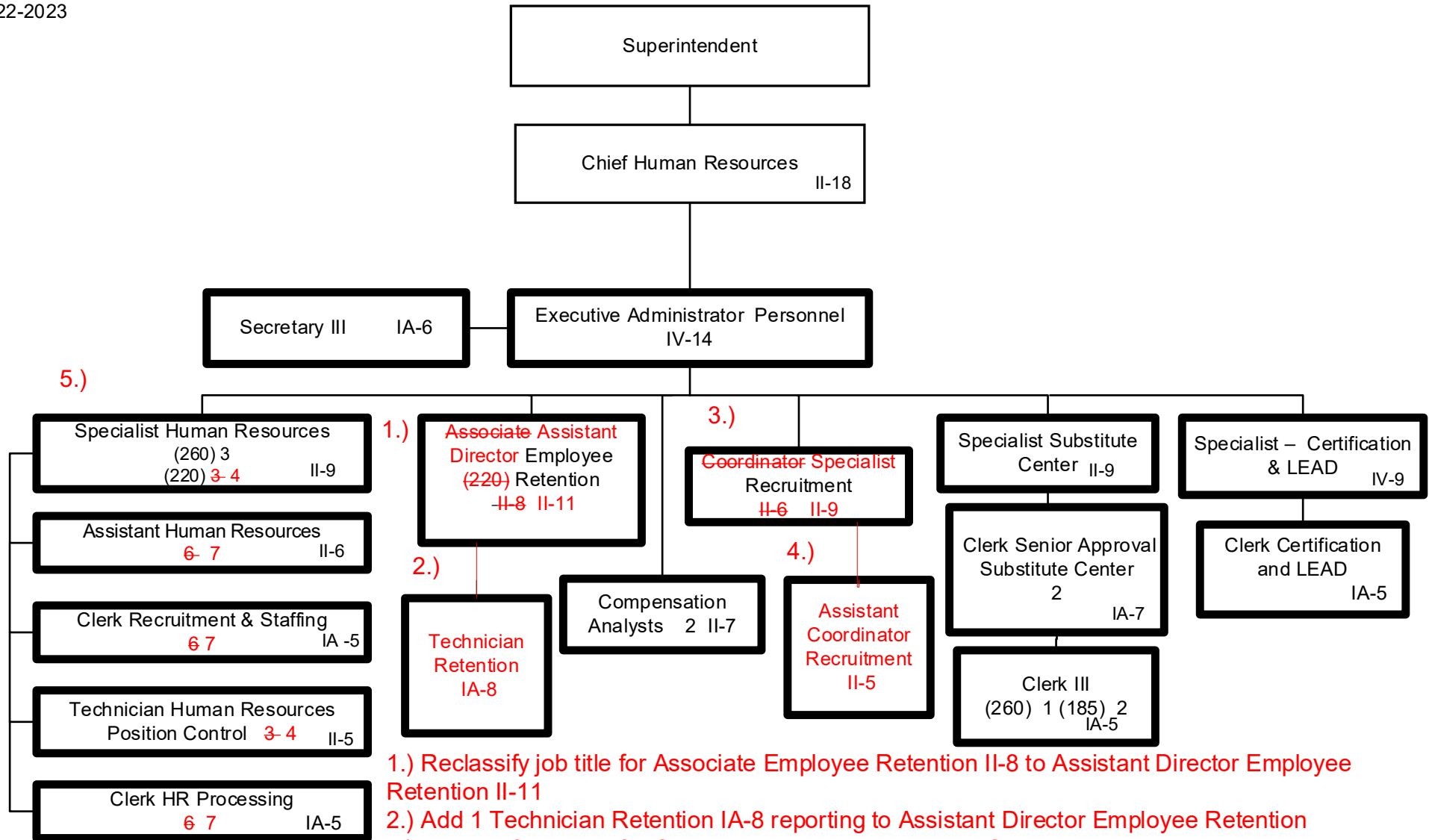
JOB TITLE:	ASSISTANT COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides assistance to the Specialist Recruitment in support of District recruitment initiatives focusing on both certified and classified staff. Engages a wide variety of stakeholders in recruitment and retention efforts. Implements multiple strategies, projects, initiatives and activities designed to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists with aspects of recruitment for both certified and classified positions within the District
Assists with the implementation of multi-media marketing strategies to enhance District branding and employee recruitment
Utilizes specific targeted search strategies to source active and passive candidates
Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
Monitors local, state and national supply and demand data related to positions and needs of the District
Assists with the coordination of pre-service/student teacher placements including monitoring pre-placement requirements and communicating and collaborating with university partners
Assists with the coordination of relocation, tuition reimbursement, and other incentive programs
Assists with coordination of and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
Assists with maintenance of state and national contacts to support recruitment efforts
Prepares reports using data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment. In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS
Bachelor's degree
Experience in human resources recruitment functions and processes
Valid Driver's License
Demonstrated experience working with large data sets and high-volume processing
Effective written and verbal communication skills
Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter
DESIRABLE QUALIFICATIONS
Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media
Experience in a diverse workplace



1.) Reclassify job title for Associate Employee Retention II-8 to Assistant Director Employee Retention II-11

2.) Add 1 Technician Retention IA-8 reporting to Assistant Director Employee Retention

3.) Reclassify job title for Coordinator Recruitment II-6 to Specialist Recruitment II-9

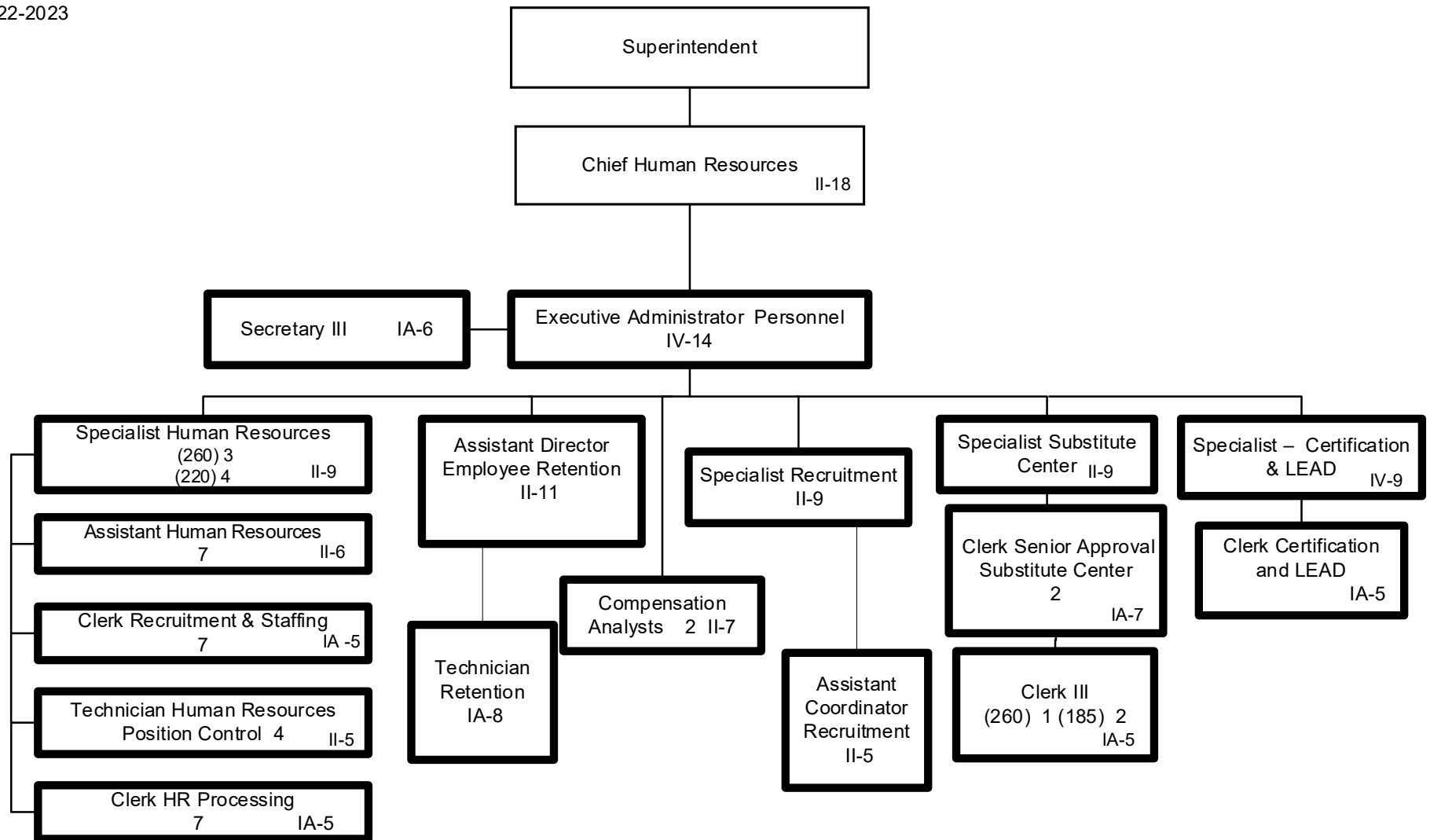
4.) Add 1 Assistant Coordinator Recruitment II-5 reporting to Specialist Recruitment

5.) Add 1 full team (1 each - Specialist Human Resources (220) days, Assistant Human Resources Clerk Recruitment & Staffing, Technician Human Resources Position Control, and Clerk HR Processing)

Summary:

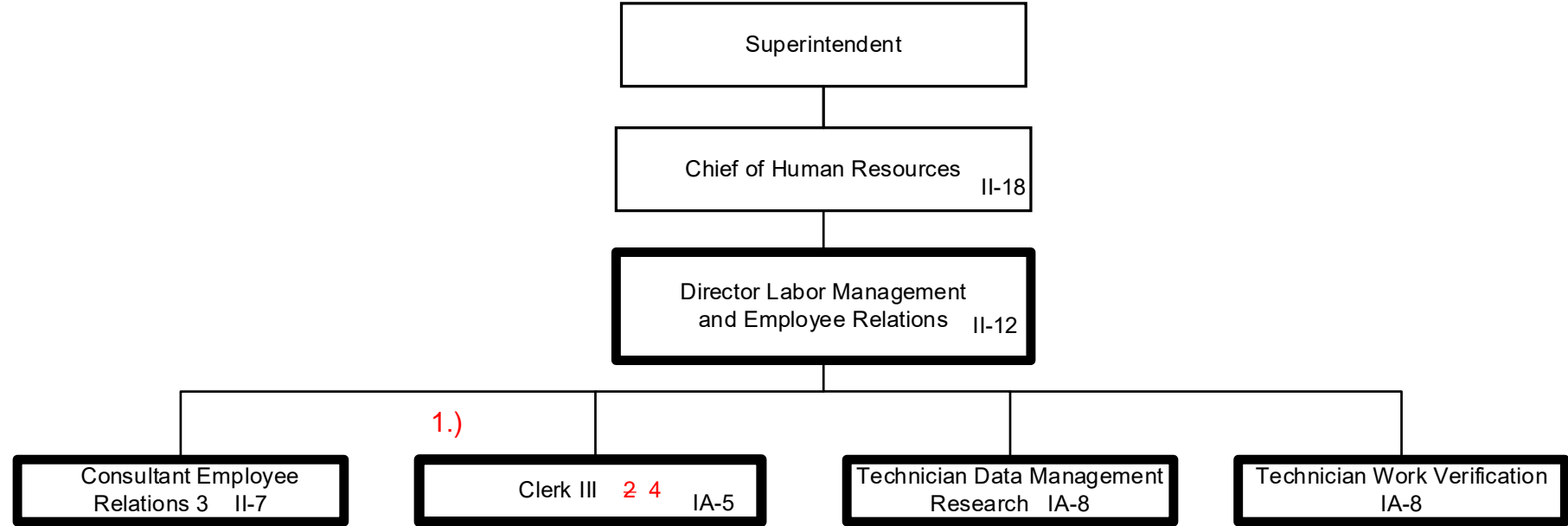
General Fund Positions: 44 48

Categorical Fund Positions: 0



Summary:

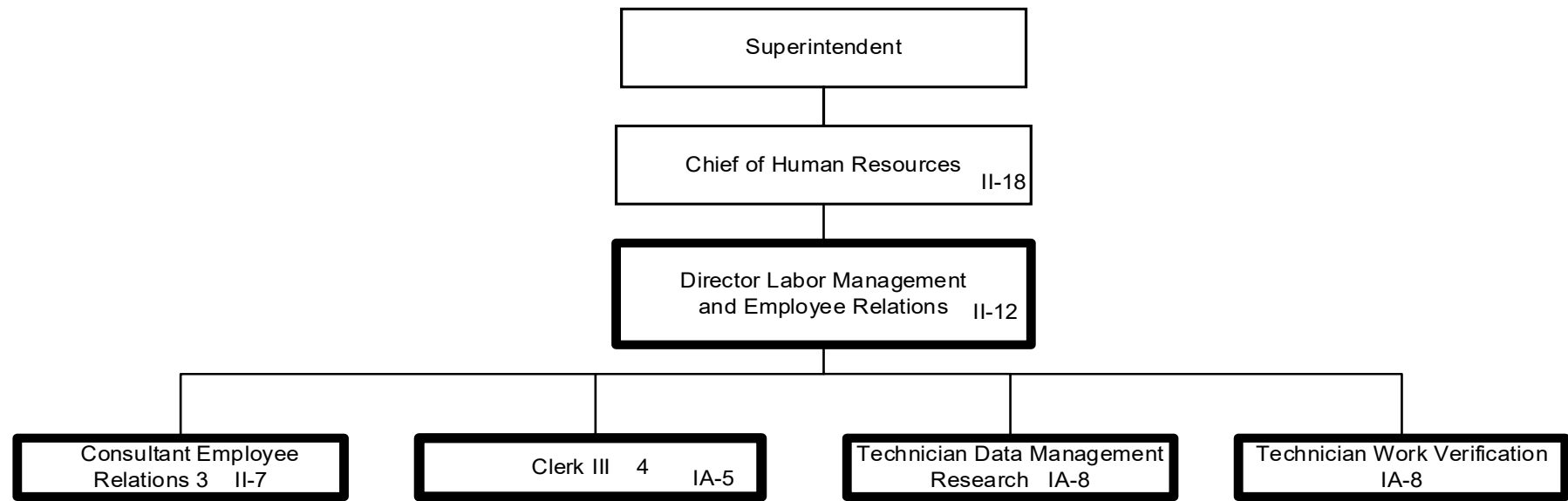
General Fund Positions: 48  
Categorical Fund Positions: 0



1.) Add 2 Clerk III (Confidential) positions

Summary:

General Fund Positions: ~~-8~~ 10  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 10  
Categorical Fund Positions: 0