



REVISED:  
08/03/2022  
07/01/2024

Submitted:  
08/02/2022  
06/25/2024

JOB TITLE:	ASSISTANT DIRECTOR EMPLOYEE <b>RECRUITMENT AND RETENTION</b>
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8799
BARGAINING UNIT:	CLAS

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

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Supervises and provides direction to implement goals, objectives, and functions of <b>recruitment and employee retention with the primary focus on</b> teacher retention
Analyzes and reports, <b>recruitment and</b> retention metrics, and maintains local and national trend data that impact <b>recruitment and</b> retention
Makes recommendations regarding implementation of research-based <b>recruitment and</b> retention strategies <b>for all employee groups</b>
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
<b>Serves as the primary point of contact for department leaders regarding employee retention</b>
Prepares required and special reports as requested
Develops the budget for <b>recruitment and</b> 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 <b>and department</b> 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 <b>recruitment and</b> retention-related tasks in a timely manner
<b>Collaborates with internal (HR) and external (JCPS and outside organizations) to enhance recruitment and retention strategies</b>
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
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS base on caseload/programmatic assignments

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.~~

This work is completed in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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



JOB TITLE:	ASSISTANT DIRECTOR EMPLOYEE RECRUITMENT AND RETENTION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8799
BARGAINING UNIT:	CLAS

REVISED: 07/01/2024      Submitted: 06/25/2024

**SCOPE OF RESPONSIBILITIES**

Provides leadership to coordination of JCPS recruitment and employee retention efforts. Maintains contact with other units, departments, and entities outside the District on matters involving recruitment and employee retention. Provides leadership for recruiting and retaining a diverse educator workforce.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Supervises and provides direction to implement goals, objectives, and functions of recruitment and employee retention with the primary focus on teacher retention

Analyzes and reports, recruitment and retention metrics, and maintains local and national trend data that impact recruitment and retention

Makes recommendations regarding implementation of research-based recruitment and retention strategies for all employee groups

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

Serves as the primary point of contact for department leaders regarding employee retention

Prepares required and special reports as requested

Develops the budget for recruitment and 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 and department 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 recruitment and retention-related tasks in a timely manner

Collaborates with internal (HR) and external (JCPS and outside organizations) to enhance recruitment and retention strategies

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
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS base on caseload/programmatic assignments

PHYSICAL DEMANDS
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This work is completed in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
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|---|
| 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
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| Kentucky Teacher Certification   |
| Kentucky Professional Certification in Administration and/or Supervision |
| Experience in a diverse workplace  |



NEW: REVISED:  
08/31/2022  
07/01/2024

Submitted:  
08/30/2022  
06/25/2024

JOB TITLE:	SPECIALIST OPERATIONS RECRUITMENT
DIVISION	OPERATIONS SERVICES HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8399
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and supports the recruitment needs of the most critical nature in the Operations division. 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 pipelines for operations positions. Collects and analyzes data to evaluate effectiveness of the Operations division's recruitment efforts. Initiates creative partnerships with internal and external stakeholders to advance Operations recruitment efforts.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates and monitors workforce trends and makes recommendations ~~to the Chief Operations Officer~~ regarding changes in critical areas of focus.
- Implements multi-media marketing strategies to enhance District branding and employee recruitment
- Develops, implements, and monitors external 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 Operations positions and needs of the District
- Cultivates and maintains contacts with local trades organizations, businesses, community organizations and faith based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Coordinates and attends job fairs which may require in-state and local travel especially during times of critical needs
- Develops and maintains state and local 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
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites through out JCPS and other locations based on caseload/programmatic assignments.

**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 local travel is required on a regular basis with heavy travel required during times of critical need.~~

This work is completed in an office, school-based and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Bending, climbing, crouching, feeling, grasping, reaching, standing, and walking are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking, and visual acuity are required constantly (up to 100% of the workweek).

#### 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 experience in Operations



REVISED:  
07/01/2024

Submitted:  
06/25/2024

JOB TITLE:	SPECIALIST OPERATIONS RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8399
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership and supports the recruitment needs of the most critical nature in the Operations division. 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 pipelines for operations positions. Collects and analyzes data to evaluate effectiveness of the Operations division's recruitment efforts. Initiates creative partnerships with internal and external stakeholders to advance Operations recruitment efforts.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and monitors workforce trends and makes recommendations regarding changes in critical areas of focus.
- Implements multi-media marketing strategies to enhance District branding and employee recruitment
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- 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 Operations positions and needs of the District
- Cultivates and maintains contacts with local trades organizations, businesses, community organizations and faith based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
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#### 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

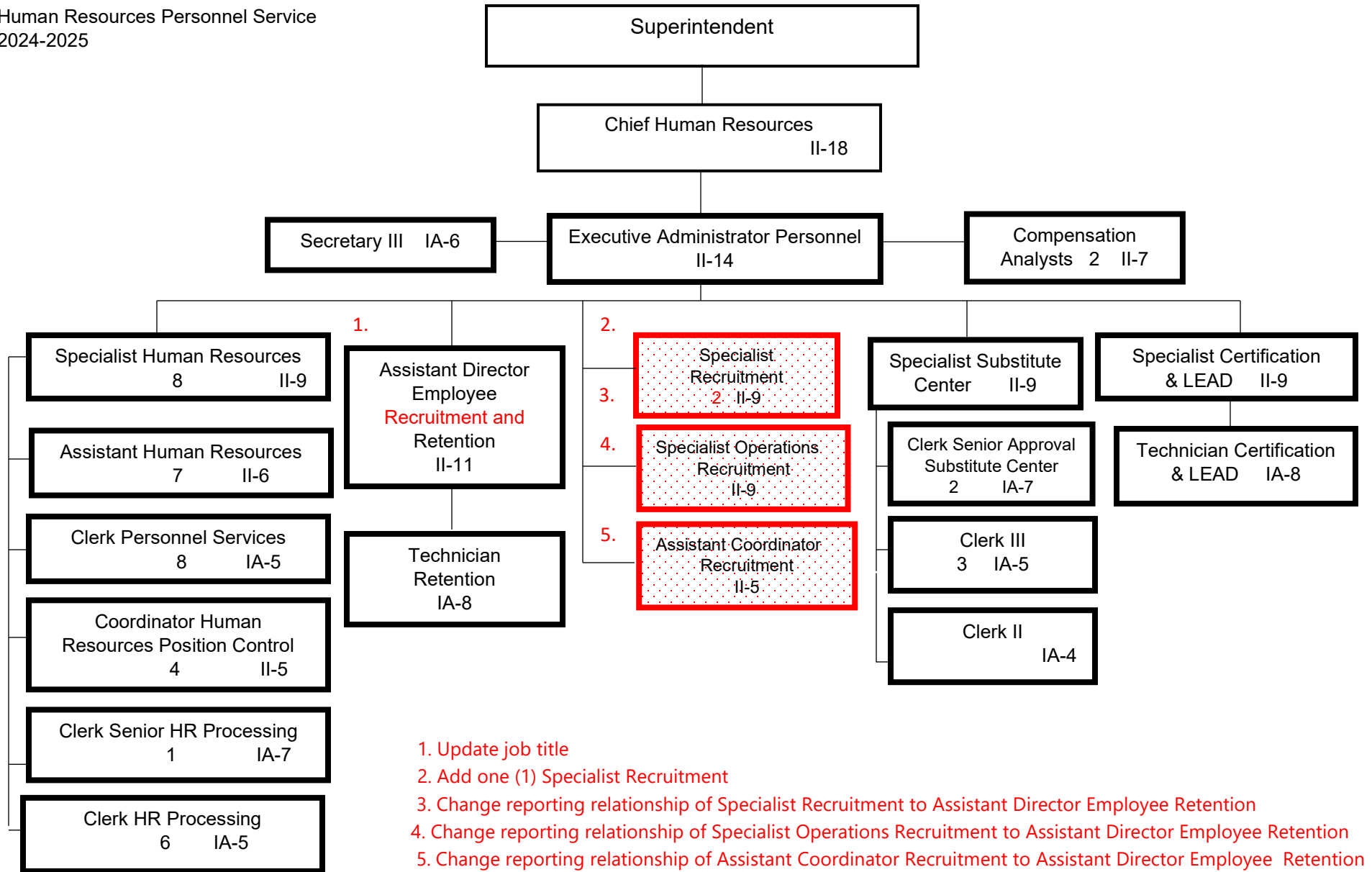
#### DESIRABLE QUALIFICATIONS

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 experience in Operations





Summary:

General Fund Positions: ~~52~~ 53  
 Categorical Fund Positions: 0

