



NEW: Submitted:  
02/01/2025 01/28/2025

JOB TITLE:	EXECUTIVE DIRECTOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Leads districtwide recruitment initiatives; develops and implements a strategic recruitment plan for both certified and classified staff; provides leadership to, and direct supervision of, the recruitment team; leads districtwide efforts to build a strong pool of candidates for all positions, including oversight of teacher pipeline initiatives, i.e. Grow Your Own, apprenticeships, and alternative certification pathways/partnerships; sets vision for recruitment materials, including a focus on diversity and inclusion; sets rigorous recruitment goals and collects and analyzes data to evaluate effectiveness of District recruitment efforts.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Leads the development and implementation of position specific targeted search strategies to source active and passive candidates

Designs, in collaboration with internal and/or external partners, multi-media marketing strategies to enhance District branding and employee recruitment

Builds strong relationships with hiring managers and external partners, incorporating feedback into the recruitment process and providing feedback on candidate quality

Oversees the development of pipeline initiatives with internal and external partners, including the review, routing, and monitoring of agreements

Develops the budget for recruitment in collaboration with the Chief of HR and assures all functions operate within the allotted amounts

Works with the Executive Administrator of Personnel Services to monitor the recruitment function of HR Specialists

Engages a wide variety of stakeholders 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

Reviews vacancy and hiring data with Personnel Services to forecast vacancies, monitor trends, and maintain effective recruiting timelines

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

Serves as a key leader on the HR leadership team working collaboratively with other senior HR leaders on HR projects and initiatives

Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

<b>PHYSICAL DEMANDS</b>
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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).

In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

<b>MINIMUM QUALIFICATIONS</b>
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| 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           |

<b>DESIRABLE QUALIFICATIONS</b>
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| 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: Revised: Submitted:  
 1/29/2025 1/28/2025  
 07/01/2024 06/25/2024

JOB TITLE:	Assistant Director <del>Recruitment and Retention, Engagement and Analytics</del>
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~~ through coordination of ~~JCPS recruitment~~ the District's employee engagement program, implementing research based best practices and retention strategies. Implements the Human Resources department data strategy by monitoring and reporting established metrics and measures for the department. ~~and employee retention efforts.~~ Maintains contact with other units, departments, and entities outside the District on matters involving ~~recruitment~~ Human Resources data, the District's engagement program and employee retention. Provides leadership for ~~recruiting~~ engaging and retaining a diverse ~~educator~~ workforce.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement ~~the~~ goals, objectives, and ~~functions of recruitment~~ outcomes of the District's ~~and~~ employee retention and engagement program. ~~retention with the primary focus on teacher retention~~

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

Makes recommendations regarding implementation of research-based ~~recruitment and retention and engagement~~ 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~~ Recommends research-based engagement program for new hires

Coordinates ~~retention~~ support ~~for individual teachers beyond the third year as needed~~ targeted employee groups as needed

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

Prepares required and special reports as requested

Monitors employee related data for accuracy and completeness

Oversees and maintains the Human Resources data strategy

Communicates Human Resources metrics 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~~  
 Establishes metrics to measure success and growth needs of the District's engagement program

~~Provides new teachers with access to various resources necessary for their first years of teaching~~ Establishes supports that assist new employees develop a sense of belonging in their first years of employment

Acts as a liaison to schools and departments regarding culture and climate at the school and department level

Refers new <del>teachers employees</del> for <del>mentoring-services</del> growth and development opportunities provided by the Professional Learning Department and others as needed
<del>Establishes and maintain a list of school-based points of contact for new teachers in each location</del> Acts as a support for targeted employee groups as identified by the District
<del>Approves recruitment and retention-related tasks in a timely manner</del>
Collaborates with internal (HR) and external (JCPS and outside organizations) to enhance <del>recruitment retention and engagement</del> 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 based on caseload/programmatic assignments

### PHYSICAL DEMANDS

This work is completed in an office 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

Master's Degree
Three (3) years of successful experience in <del>recruitment and retention</del> employee engagement
Valid driver's license
<del>Effective written and verbal communication skills</del>
<del>Successful leadership experience</del>
<del>Effective communication skills</del>

### DESIRABLE QUALIFICATIONS

<del>Kentucky Teacher Certification</del>
<del>Kentucky Professional Certification in Administration and/or Supervision</del>
HR Certification
Three (3) years of successful experience in managing HR analytics and metrics
Experience in a diverse workplace



Revised:  
1/29/2025

Submitted:  
1/28/2025

JOB TITLE:	Assistant Director Retention, Engagement and Analytics
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 through coordination of the District's employee engagement program, implementing research based best practices and retention strategies. Implements the Human Resources department data strategy by monitoring and reporting established metrics and measures for the department. Maintains contact with other units, departments, and entities outside the District on matters involving Human Resources data, the District's engagement program and employee retention. Provides leadership for engaging and retaining a diverse workforce.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to implement the goals, objectives, and outcomes of the District's employee retention and engagement program.

Analyzes and reports, Human Resources metrics, and maintains local and national trend data

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

Recommends research-based engagement program for new hires

Coordinates support needed targeted employee groups as needed

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

Prepares required and special reports as requested

Monitors employee related data for accuracy and completeness

Oversees and maintains the Human Resources data strategy

Communicates Human Resources metrics as requested

Establishes metrics to measure success and growth needs of the District's engagement program

Establishes supports that assist new employees develop a sense of belonging in their first years of employment

Acts as a liaison to schools and departments regarding culture and climate at the school and department level

Refers new employees for growth and development opportunities provided by the Professional Learning Department and others as needed

Acts as a support for targeted employee groups as identified by the District

Collaborates with internal (HR) and external (JCPS and outside organizations) to enhance retention and engagement 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 based on caseload/programmatic assignments

<b>PHYSICAL DEMANDS</b>
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This work is completed in an office 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).

<b>MINIMUM QUALIFICATIONS</b>
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- |   |
|---|
| Master's Degree   |
| Three (3) years of successful experience in employee engagement |
| Valid driver's license  |

<b>DESIRABLE QUALIFICATIONS</b>
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|---|
| HR Certification  |
| Three (3) years of successful experience in managing HR analytics and metrics |
| Experience in a diverse workplace   |



~~NEW:~~ Revised: Submitted:  
 01/29/2025 01/28/2025  
 06/23/2021 06/22/2021

JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements ~~recruitment, retention,~~ position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department

Initiates policy, formulates and recommends hiring, staffing ~~and recruitment~~ goals, and objectives as appropriate

Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts

~~Collaborates on recruiting goals, initiatives, and objectives as appropriate~~

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to ~~recruitment,~~ selection, hiring, and ~~placement retention~~

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

~~The work is 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 use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.~~

This work is completed in an office 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

Master's Degree

Three (3) years successful experience in human resources

Successful leadership experience

#### DESIRABLE QUALIFICATIONS

Kentucky certification in administration

Kentucky teaching certificate

Advanced preparation in area of assignment

Human Resources Certification





Revised:  
01/29/2025

Submitted:  
01/28/2025

JOB TITLE:	EXECUTIVE ADMINISTRATOR PERSONNEL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4072
BARGAINING UNIT:	CLAS

### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's Personnel Services Department; plans, organizes, and implements position management, and staffing activities; maintains contact with other departments internally (including, but not limited to Budget and Payroll, Academic Services, Information Technology) and externally on routine matters where significant judgment is required.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises, provides direction, and implements goals, objectives and functions of the District Personnel Services Department

Initiates policy, formulates and recommends hiring, staffing goals, and objectives as appropriate

Develops the operating budget for Personnel Services and assures that all functions operate with the appropriated amounts

Collaborates on recruiting goals, initiatives, and objectives as appropriate

Prepares required and special reports as requested

Assists Principals and/or other organizational units to implement common goals and objectives

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements related to selection, hiring, and placement

Assures effective implementation of District goals and objectives where applicable

Provides leadership and direction to wage hour compliance and compensation schedules and procedures and related policies

Provides leadership and general direction to staff forecasting activities including recruiting and placement practices and procedures

Responds to open records requests, subpoenas, Kentucky retirement requests, audit requests, and employment verifications

Leads the District's Human Resources Personnel and ensures that duties, areas of authority/responsibility and accountability are understood, and that effective coordination of the activities within the Division are accomplished

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

This work is completed in an office 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.

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**MINIMUM QUALIFICATIONS**

Master's Degree

Three (3) years successful experience in human resources

Successful leadership experience

**DESIRABLE QUALIFICATIONS**

Kentucky certification in administration

Kentucky teaching certificate

Advanced preparation in area of assignment

Human Resources Certification



NEW: Submitted:  
02/01/2025 01/28/2025

JOB TITLE:	COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Coordinates and implements District wide recruiting initiatives under the direction of the Executive Director of Recruitment, focusing on both certified and classified staff. Engages and collaborates with a wide variety of stakeholders in recruitment 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**

Coordinates communication with applicants throughout the recruitment and hiring process and acts as a point of contact for candidates providing information about the hiring process, answering questions, and providing updates on application status

Coordinates the implementation of multi-media marketing strategies to enhance District branding and employee recruitment

Coordinates recruitment initiatives to provide a diverse applicant pool, including candidates for critical shortage areas

Utilizes specific targeted search strategies to source active and passive candidates

Assists applicants with application process as needed

Creates and posts job advertisements on various platforms, job boards, websites, and social media

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

Coordinates pre-service/student teacher placements including monitoring pre-placement requirements and communicating and collaborating with university partners

Monitors and maintains the recruitment webpage

Communicates with and screens potential external staffing partners

Organizes local recruitment events, and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season

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

Monitors the Applicant Tracking System (ATS) to track progress during the application phase

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

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).

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

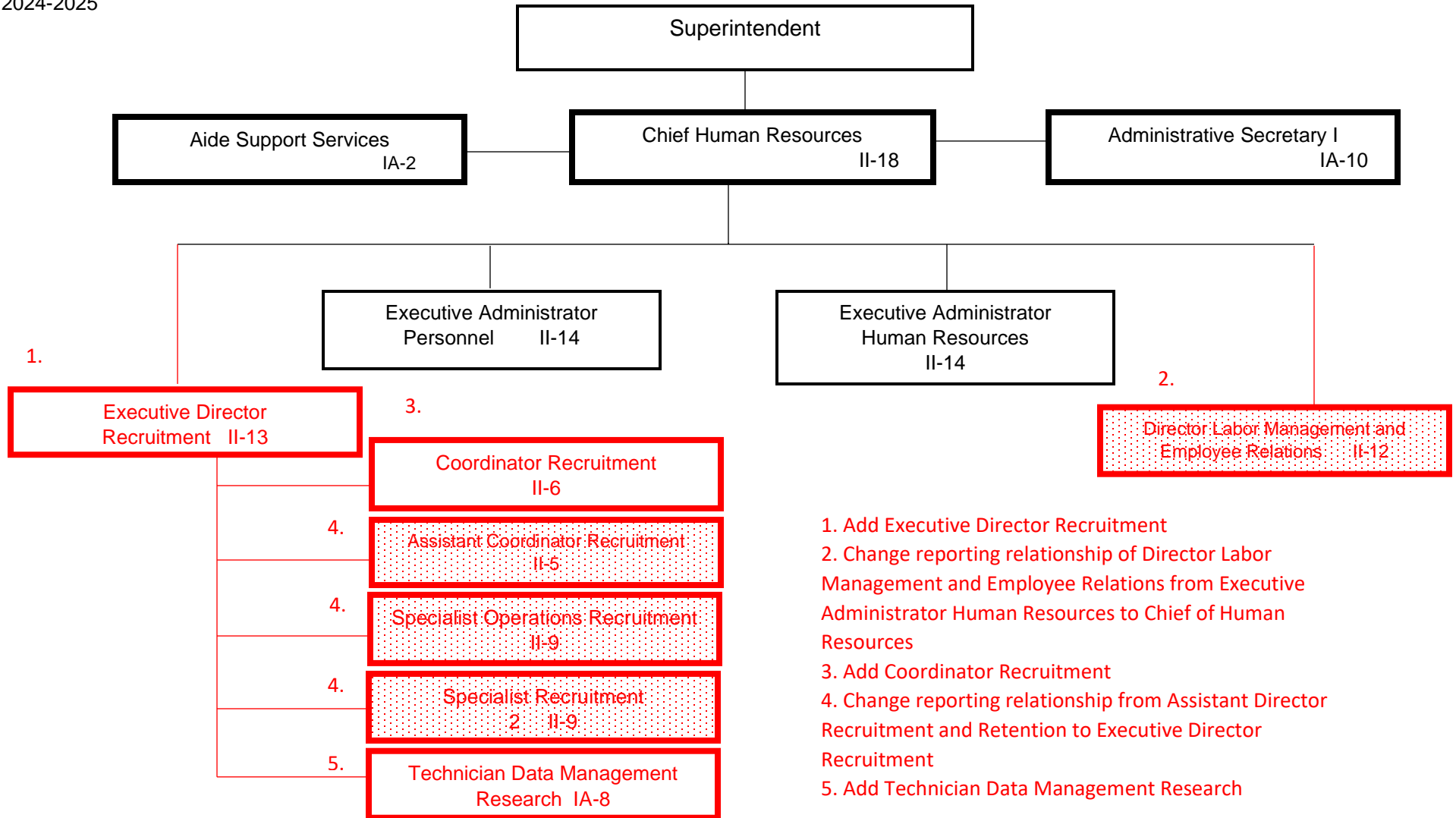
Effective written and verbal communication skills

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

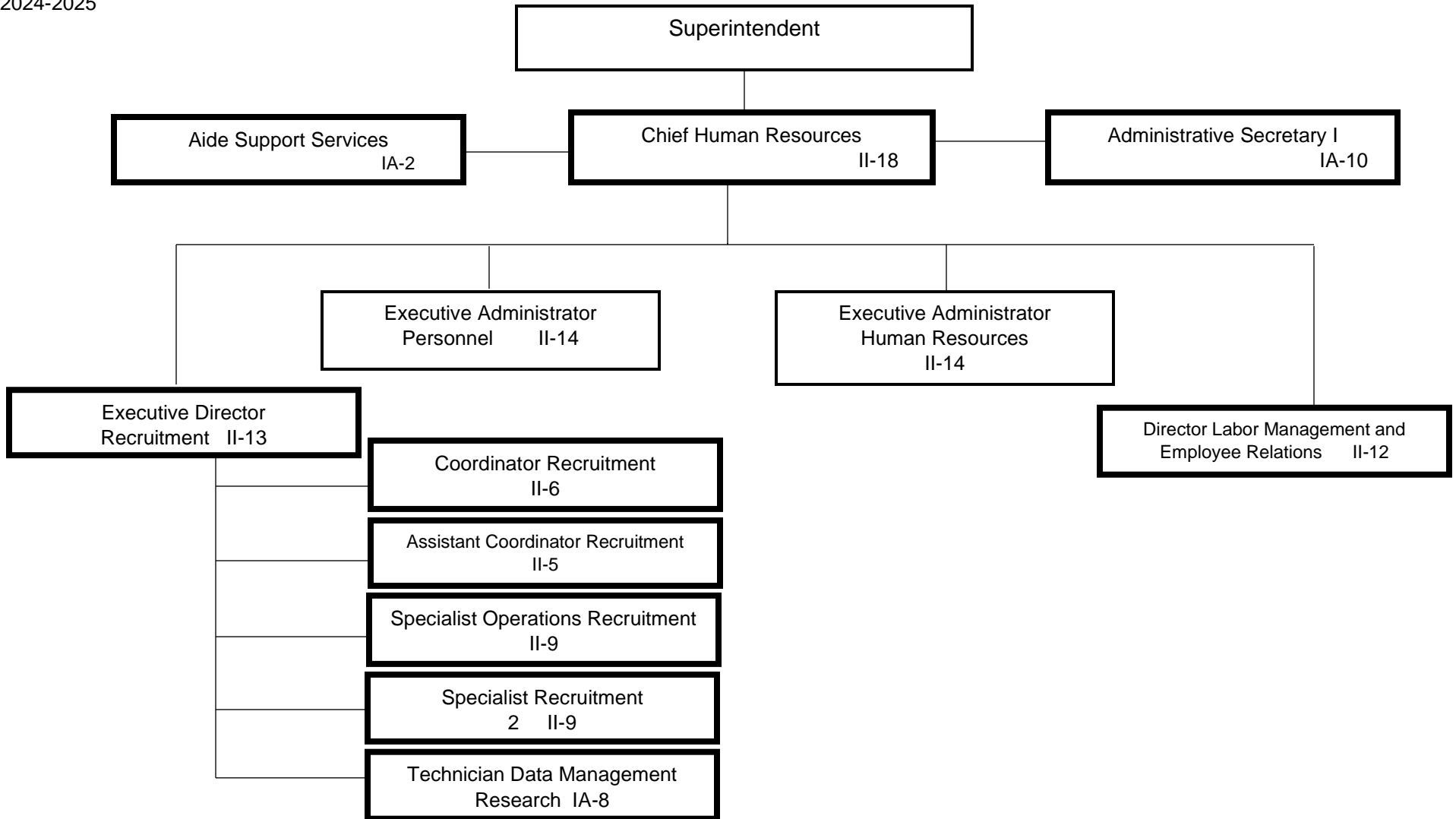
Experience in a diverse workplace



1. Add Executive Director Recruitment
2. Change reporting relationship of Director Labor Management and Employee Relations from Executive Administrator Human Resources to Chief of Human Resources
3. Add Coordinator Recruitment
4. Change reporting relationship from Assistant Director Recruitment and Retention to Executive Director Recruitment
5. Add Technician Data Management Research

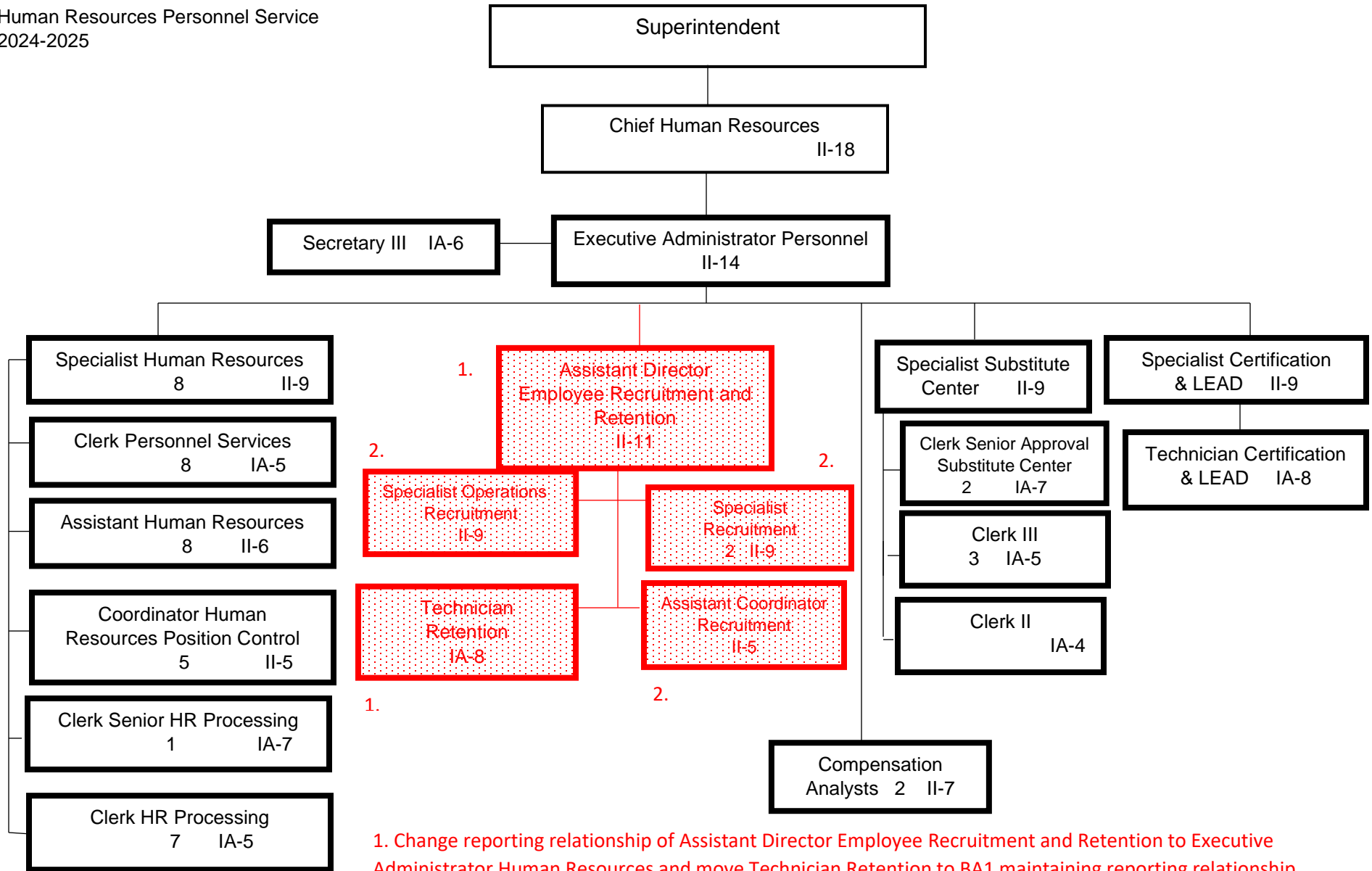
Summary:

General Fund Positions: 3 11  
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 11  
 Categorical Fund Positions: 0

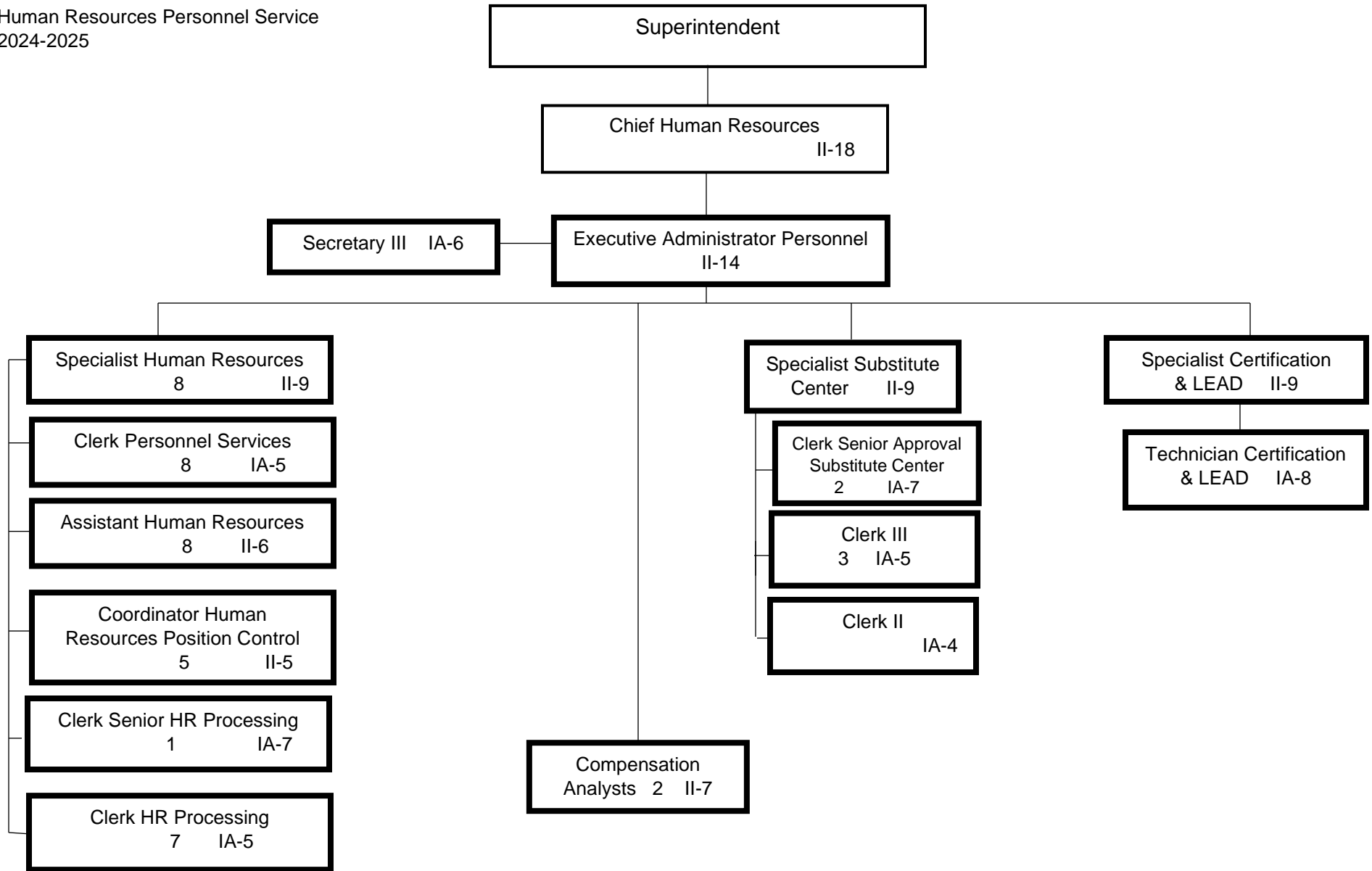


1. Change reporting relationship of Assistant Director Employee Recruitment and Retention to Executive Administrator Human Resources and move Technician Retention to BA1 maintaining reporting relationship
2. Move to HU1

Summary:

General Fund Positions: ~~56~~ 50  
 Categorical Fund Positions: 0

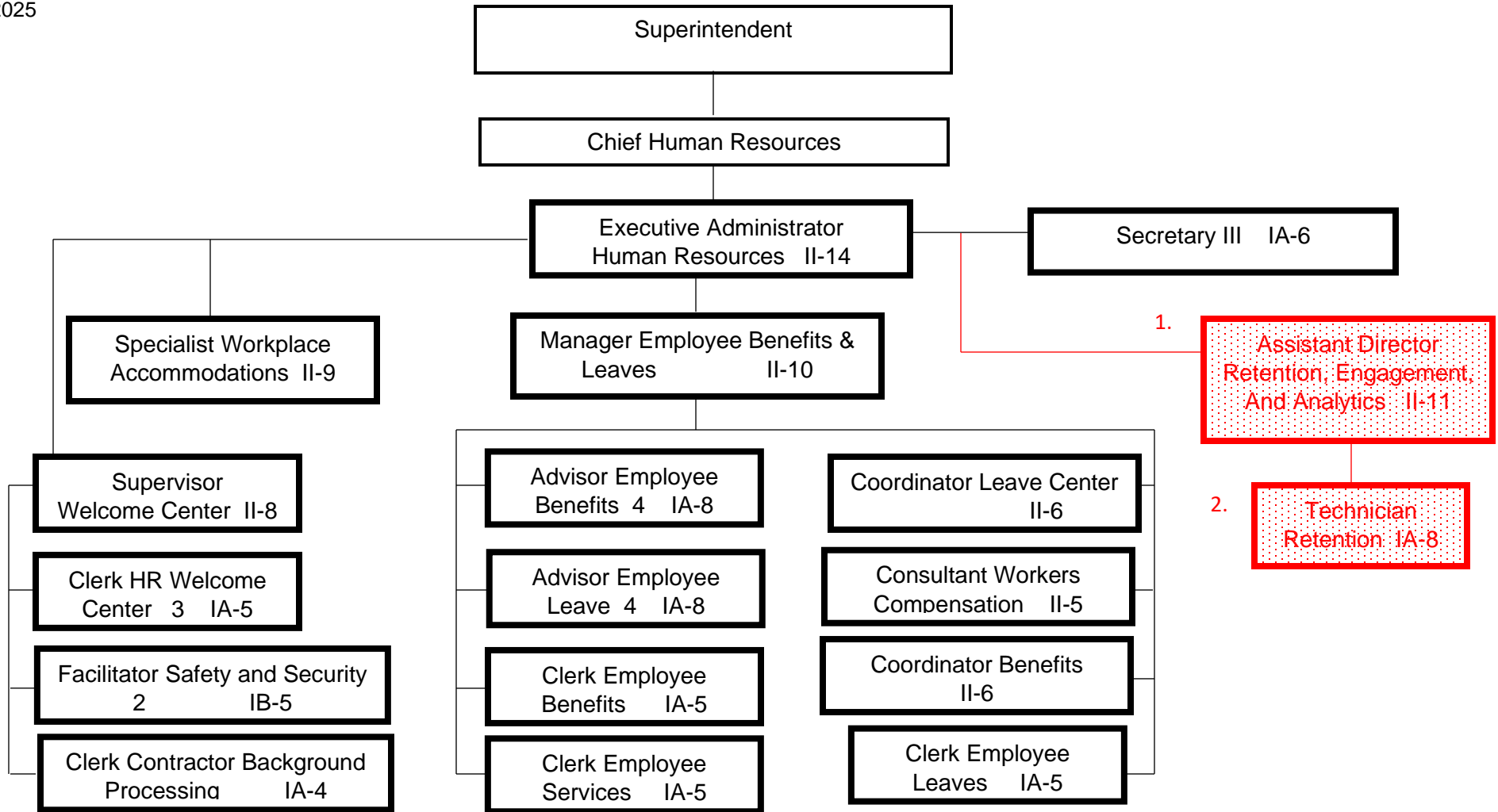
Submitted: 09/03/2024 01/28/2025  
 Effective: 09/04/2024 02/01/2025



Summary:

General Fund Positions: 50  
 Categorical Fund Positions: 0



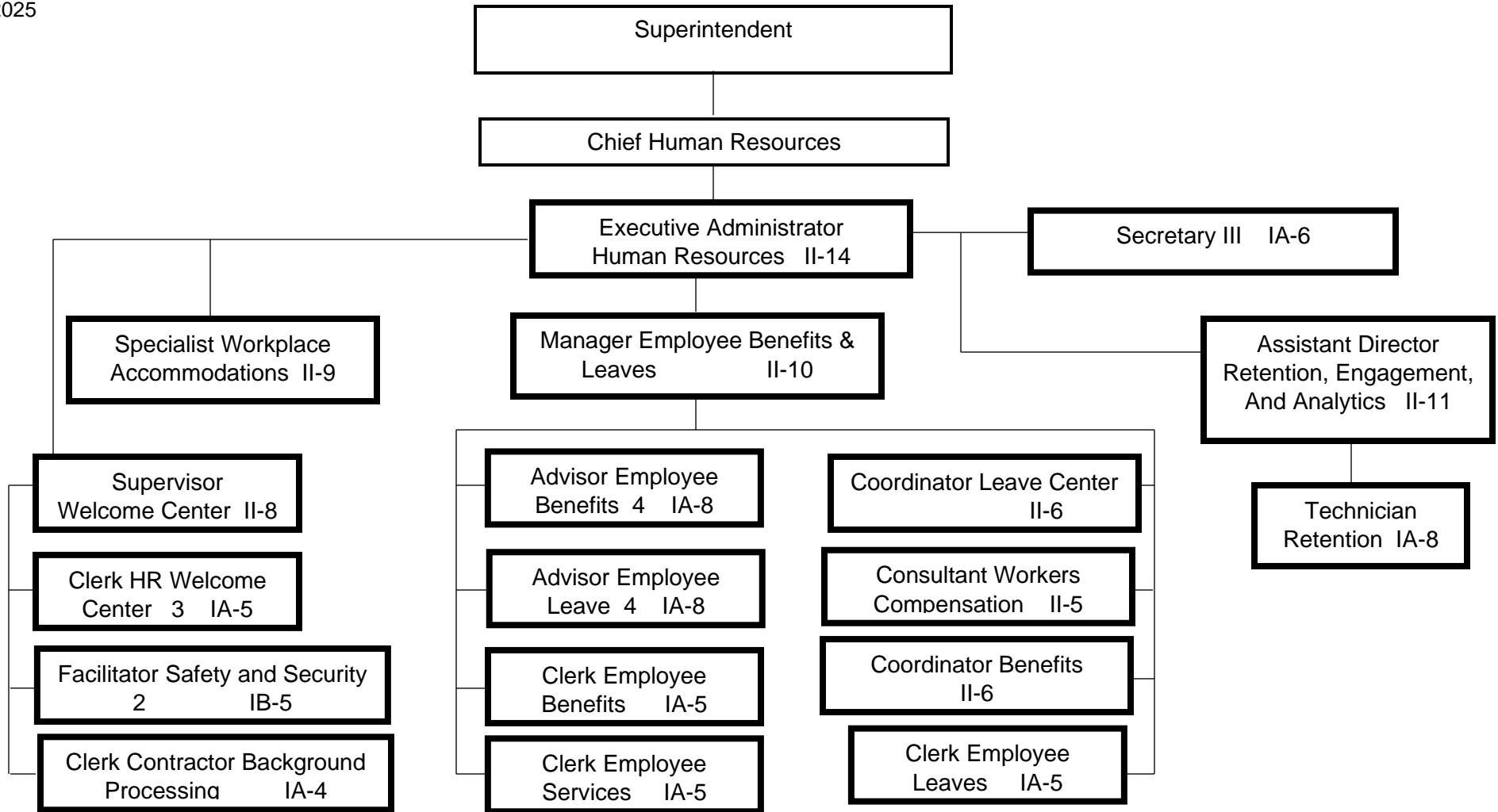


1. Change reporting relationship from Executive Administrator Personnel Services and reclassify
2. Add from CT1, maintain reporting relationship

Summary:

General Fund Positions: ~~25~~ 27  
 Categorical Fund Positions: 0

Submitted: ~~12/17/2024~~ 01/28/2025  
 Effective: ~~01/18/2025~~ 02/01/2025



Summary:

General Fund Positions: 27  
 Categorical Fund Positions: 0