

Anoka-Hennepin Independent School District #11
Job Description

Title: Recruitment and Retention Specialist
Department: Employee Services
Reports to: Director of Employee Services
Prepared Date: July 2022

SUMMARY OF RESPONSIBILITIES

Under direction of the Director of Employee Services, the Recruitment and Retention Specialist is to advance recruitment and retention efforts in collaboration with department and district administration through the implementation of the district’s comprehensive recruitment plan for all positions with emphasis on diverse applicants and applicants who have licensure for hard-to-fill teaching positions. This position will (1) be the primary point of contact for all interested candidates, (2) ensure evolution in onboarding process, and (3) assist in the development of pathways towards teaching.

DUTIES AND RESPONSIBILITIES:

- Lead in the development, creation, and implementation of innovative strategic recruitment strategies to enhance the district's visibility and reputation as an employer of choice.
- Develop and implement recruitment and retention practices through an equity lens and create an ethnically and culturally diverse applicant pool by actively encouraging qualified candidates to apply for positions in the district.
- Utilize social media and online recruitment resources to expand the reach and impact of recruitment practices; remain current in new and developing technologies and trends. Collaborate with the Staffing Supervisor, Employee Services Manager, and other district administrators to determine high priority staffing needs; modify recruitment plans as needed to focus on hard-to-fill positions.
- Build and enrich relationships with colleges, universities, schools, businesses, community organizations and other partners who can help further the district's recruitment goals; to include the Grow Your Own (GYO) Grant program.
- Enhance the overall student teaching experience in the district, including management of annual contracts with colleges and universities
- Assist in the development, creation and implementation of strategic recruitment strategies to enhance the district’s visibility and reputation as an employer of choice.
- Manage and develop all district recruitment and career fairs and other special events; partnering with district departments as needed. Update recruitment materials and other forms of media to ensure a positive image of employment with the district; work collaboratively with communications department to ensure consistency.
- Work with RET Department to manage employee exit survey process; identify trends and areas for improvement. Provide regular updates to stakeholders. Collect and analyze recruitment, retention, and employee turnover data; identify trends and gaps.
- Provides leadership, coordination, and execution by supporting the execution of all “Grow Our Own” programs as well as, all Black, Indigenous, People of Color (BIPOC) Mentorship program and initiatives.

- Develop and recommend Employee Services procedures to ensure on-going compliance with federal, state, and local laws, in respect to district Grant requirements for GYO, BIPOC Mentorship Programs, and any future Grants that may directly align with Recruitment and Retention efforts.
- Perform other duties as assigned.
- Plans, organizes, and directs the use of all relevant recruitment strategies (e.g., job boards, social media, job fairs, college, and university connections, etc.) for recruitment of quality candidates
- Performs searches for qualified candidates according to relevant job criteria, using AppliTrack software database, networking, internet recruiting resources, media, recruiting firms, and employee referrals

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Requires Associates Degree or equivalent relevant experience. Other similar administrative or school administration experience may be considered.

Bachelor's degree in Human Resources, Education or related area preferred.

KNOWLEDGE, SKILLS & ABILITIES

Strong attention to detail and organizational skills.

Ability to multi-task and manage flow of simultaneous projects in a fast paced environment.

Ability to build trust and rapport with a diverse body of stakeholders.

Excellent in verbal and written communication with a diverse audience.

Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators, employees, applicants and vendors/educational partners.

Ability to effectively present information to administration and other employees.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Must be able to lift a minimum of 25 pounds.

Ability to work independently as well as in a team environment.

Ability to maintain regular attendance, which includes completing an assigned day and commit the time necessary to complete the job.

WORK ENVIRONMENT

Most work performed in an office, but travel to other district and community sites is required.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions when driving to District sites. The noise level in the work environment is usually quiet, but may be noisy, depending on location.