

# **Anoka-Hennepin Independent School District #11**

## **Job Description**

**Title:** Recruitment and Retention Specialist  
**Reports to:** Director of Employee Services

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### **JOB SUMMARY**

Under the direction of the Director of Employee Services, the Retention and Recruitment Specialist will advance retention and recruitment efforts in collaboration with school and district leaders for all positions with emphasis on hard-to-fill teaching positions.

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### **DUTIES AND RESPONSIBILITIES**

#### **Retention duties and responsibilities:**

- Drive employee retention by developing and implementing innovative strategies that enhance employee experience.
- Continuously monitor and incorporate emerging retention trends.
- Proactively engage with new hires throughout their first year to ensure satisfaction, connect them with necessary support, and bolster early retention.
- Coordinate onboarding, retention (45-90 day), and exit surveys, leveraging the resulting data to identify trends and recommend improvements.

#### **Recruitment duties and responsibilities:**

- Develop and implement equitable recruitment strategies to seek representation from all qualified groups and encourage all individuals to apply.
- Enhance the district's visibility and reputation as an employer of choice by creating compelling recruitment materials and leveraging various media in collaboration with the Communications Department for brand consistency.
- Establish and track key recruitment metrics to monitor progress and adapt strategies for continuous improvement in employee recruitment.
- Utilize data-driven insights throughout the recruitment cycle to assess progress toward hiring goals.
- Proactively source qualified candidates through social media and other online platforms based on job criteria.
- Develop metrics directly linked to achieving hiring targets and cultivate strategic partnerships with higher education institutions, local, state, and national organizations, and businesses to advance the district's recruitment objectives.

#### **Duties related to Certified Staffing:**

- Manage the process for maintaining certified staff who hold licenses outside of the standard Minnesota PELSB Tier 3 or Tier 4 licensure. This would include out-of-field permissions, tier 1, tier 2, and discretionary variances. This includes understanding specific licensure requirements, ensuring compliance, and facilitating any necessary

steps for proper certification or variances.

- Co-present staffing updates, information, and strategies at principals' meetings. This likely involves communicating information about the onboarding processes, challenges, and potential solutions.
- Serve as the primary content expert for certified special education staffing, collaborating closely with the Special Education Department. This includes understanding specific special education licensure requirements, recruitment strategies, and guiding staffing decisions within special education.
- Act as the primary point of contact for external contractors engaged by Anoka-Hennepin to fill hard-to-staff positions. This involves managing relationships, coordinating placements, and ensuring effective communication.
- Provide career counseling services, potentially to prospective or current employees within the district. This could involve guidance on career paths, professional development opportunities, and navigating employment within the organization.

#### **Duties related to Grants and other responsibilities:**

- Manage and implement all grants and partnerships related to Retention, Recruitment, the Teacher Pipeline, and Grow Your Own.
- Build and maintain relationships with local, state, and regional organizations, colleges, and businesses to support relocating staff.
- Collaborate with leadership to ensure positive onboarding for all new hires.
- Support district onboarding and employee recognition programs (e.g., New Teacher Orientation).

#### **Other duties, as assigned.**

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### **QUALIFICATIONS**

- Education: Associate's degree or equivalent relevant experience.
  - Bachelor's degree in Human Resources, Education, or related area preferred.
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### **SKILLS AND COMPETENCIES**

- Strong attention to detail and organizational skills.
  - Excellent verbal and written communication skills for diverse audiences.
  - Proven interpersonal skills and customer focus with the ability to build rapport with stakeholders.
  - Knowledge of current retention and recruitment strategies.
  - Ability to analyze data to identify trends and make recommendations.
  - Ability to multitask and manage simultaneous projects.
  - Ability to work independently and collaboratively
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### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Must be able to maintain regular attendance and travel between various sites.
- Ability to lift up to 25 pounds.
- Ability to work a flexible schedule as needed. Nights and weekends may be required.