

Talent Acquisition Specialist

Dept/Div: Administration/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work screening active candidates, scheduling interviews, conducting interviews, reference checks, and recommends for hire; facilitating District onboarding for support/unlicensed staff, including verbal job offers, new hire paperwork, monitoring staffing needs by conferring with the Human Resources Coordinator, supervisors, and other District personnel, and related work as apparent or assigned. Work is performed under the moderate supervision of the Human Resources Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Develops pipelines and creative strategies for qualified and diverse support/unlicensed staff by building relationships with outside sources, such as online recruitment tools, colleges and universities, multicultural agencies, and related networks; works with varying internal and external entities to develop effective marketing tools for staffing purposes.

Monitors staffing needs by conferring with the Human Resources Coordinator, supervisors, and other District personnel to determine recruitment needs; assists in developing, managing, and evaluating recruitment and selection processes utilizing best practices.

Screens active candidates, schedules and conducts interviews; performs reference checks, monitors all background checks, and confers with Human Resources Coordinator when additional review is needed; recommends candidates for hire utilizing a standard and consistent hiring process - approximately 150+ support/unlicensed and licensed staff per school year; oversees all processes related to hiring interns and volunteers within the District.

Evaluates application processes, selection tools, and related vendors that support the hiring process and address concerns or needed changes to facilitate best hiring practices; manages District applicant tracking software and stays abreast of software enhancements.

Facilitates District onboarding for support/unlicensed staff, including verbal job offers, new hire paperwork, and documentation to adhere to legal requirements; conducts new hire orientation.

Processes hire paperwork and internal position change paperwork for support/unlicensed staff, including data entry and attention to detail needed for the HR/finance system to ensure accuracy.

Monitors various employee satisfaction data, including staff attendance and exit interviews, in relation to employee retention to develop initiatives to increase retention of District staff by conducting surveys and collecting data from staff; creates relationships with Assistant Directors and Deans at each site to support the continued onboarding.

Answers a variety of candidate and new employee questions related to the district, employment contracts, attendance, training, job duties, among other questions.

Coordinates new hire training, including reserving rooms, communicating training dates/times and locations, requesting necessary technology or other needs for the reserved rooms, creating training schedules for new hires, and distributing training schedules to new hires as part of the new hire paperwork.

Performs other job-related duties, as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; thorough knowledge of employment contracts, licensing procedures, State and Federal government reporting, Human Resource data policies, best practices and procedures; thorough knowledge of hiring information, including salaries and schedules;

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general knowledge of time sheets and licensure records; thorough knowledge of Human Resources/Personnel Database software; comprehensive skill operating standard office equipment and applicable hardware and software; general skill evaluating program and curriculum effectiveness; general skill operating standard database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with administrators, similar outside professionals, district staff, consultants, parents and the general public.

Education and Experience

Bachelor's degree and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Application Tracking System, Finance System, and Record Retention/Data Entry training upon hire.

Last Revised: 12/1/2022