

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: STEM Recruiting Coordinator

DEPARTMENT/DIVISION: Human Resources

POSITION SUMMARY: Under the general supervision of the Associate Superintendent for Human Resources, the STEM Recruiting Coordinator is the primary individual responsible for attracting high-potential STEM teachers, as well as elementary school teachers with passion for STEM, to Tracy Unified School District (TUSD).

ESSENTIAL FUNCTIONS:

1. Drive quality teaching candidates into the top of the recruiting funnel by building personal relationships with potential teacher candidates and referral sources, especially those at universities in California.
2. Create awareness and generate excitement about TUSD as a great place to work and “The Best Place for STEM Teaching” via social media, streaming video, podcasts, and mail/email.
3. Serve as the face of TUSD at recruiting and placement fairs, district and community events, and in media as it relates to teacher recruitment.
4. Develop, propose, and execute a proactive, sustainable strategy for recruiting STEM teaching and leadership talent that can serve as a model for TUSD’s overall talent recruiting strategy beyond STEM.
5. Coach Principals and department chairs on best practices related to attracting, evaluating, and hiring high-potential STEM teaching talent.
6. Gather and analyze data for purposes of needs analysis and recommendation development.
7. Work closely and collaboratively with colleagues in Human Resources, Educational Services, and at school sites to:
8. Anticipate STEM teaching needs and prioritize activities appropriately.
9. Coordinate and maximize other HR recruiting activities - campus visits, recruiting fairs, community events, social media, etc.
10. Facilitate the application, evaluation, and selection process for STEM applicants, Principals, and the HR team.
11. Coordinate community and district support to foster the success and ensure the retention of STEM teachers hired within the previous 3 years.
12. Collaborate with teachers and site administrators, community members, and district STEM teams to maximize recruiting effectiveness.
13. Communicate proactively and openly with all stakeholders regarding the recruitment of STEM talent.
14. Demonstrate an understanding of CA standards and frameworks for PreK-12 in science, computer science, math, engineering and other STEM related content areas.
15. Demonstrate an understanding of TUSD scope and sequence for STEM-related content areas.
16. Serve on district level committees to represent and report on STEM-related recruitment and other staff development programs as appropriate.

17. Maintain professional competence through on-going professional development and training in areas related to the position and its responsibilities.
18. Maintain regular and prompt attendance in the workplace, including while performing work in the field.
19. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. Bachelor's Degree required. Bilingual (Spanish) required. Valid California Driver's License.

SKILLS AND QUALIFICATIONS:

1. Fluent in both English and Spanish. (Interviews will be conducted in both languages.)
2. Valid driver's license and reliable transportation.
3. Enjoys working in the field, out of the office, at least 40%, along with early departures and late returns for recruiting activity.
4. Understands various social media platforms, their differences in purpose and approach, and how to use each effectively including but not limited to {Instagram, Facebook, TikTok, Twitter, LinkedIn, etc}.
5. Balance of High Energy and Self-Discipline. Delivers consistent results with limited supervision.
6. Comfortable initiating conversation in new or unfamiliar surroundings.
7. Outstanding communication skills, including oral and written communication, through a variety of methods and with diverse populations.
 - Effective presenter.
 - Adapts style and approach easily to match the target audience.
 - Gathers and tells relevant stories in an engaging way.
 - Initiates, builds, and maintains relationships.
8. Parallel processor who can adjust priorities while still meeting deadlines.
9. Humble. Eager to learn.
10. Creative problem solver who can also function as a collaborative team member.
11. Enjoys gathering, analyzing, and using data to make decisions.
12. Able to communicate through systems and technology.
13. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
14. Strong preference for someone who will live and actively engage in the Tracy community.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Drive an automobile.

5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.
10. Reach overhead, grasp, push/pull up to 50 pounds for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with staff, students, and the public. In addition, the STEM Recruiting Coordinator must perform duties and responsibilities that occur outside the District Office and/or other TUSD sites for related activities and events, including car travel, off-site meetings and/or trainings, and occasional overnight stays.

SALARY: LME Range 24

DAYS OF SERVICE: 225

BOARD APPROVED: 09/13/2022