

**ASSOCIATE DIRECTOR OF HUMAN RESOURCES
STRATEGIC INITIATIVES, RECRUITMENT, AND RETAINMENT**

Classification: Administrator

Location: Human Resources

Reports to: Human Resources Administrator

FLSA Status: Exempt

Employee Group: Executive Exempt

Part I: Position Summary:

The Associate Director of HR Strategic Initiatives, Recruitment and Retainment is an innovative leader who works to identify and implement key strategic initiatives in the Human Resources Department that improve equitable practices and decision making in the areas of personnel management, recruitment and retention of the licensed, administrator and classified workforce. The Associate Director of HR Strategic Initiatives, Recruitment and Retention serves a key role in crafting and developing strategies that support the district strategic plan including efforts to develop a workforce that is reflective of the cultural, racial and linguistic background of our students. This position serves as a key strategic planner, advisor, decisionmaker and problem solver in support of creating successful recruitment and staff retention initiatives for the Executive Director of Human Resources and provides recommendations to the Executive Director of Human Resources in matters related to the role of Human Resources in the District. The Associate Director is responsible for successfully scaling-up programs for maximum impact organization-wide.

Part II: Supervision and Controls over the Work:

Works under the general supervision of the human resources administrator who assigns areas and programs of responsibility. The Associate Director of HR Strategic Initiatives, Recruitment and Retainment is expected to act with a relatively high degree of independence and self-initiative while keeping the human resources administrative staff informed of individual issues and actions. The human resources administrator is available to assist in more difficult situations. Work is guided by and must conform to collective bargaining agreements, district policy and state and federal regulations. The district's general workplace expectations are followed. Work is evaluated for program effectiveness and exercise of sound judgment based on the major duties and responsibilities.

Part III: Major Duties and Responsibilities:

1. Supervises district and human resources strategic recruitment and retention programs as directed by the Executive Director of Human Resources.

- a. Grow Your Own Programs sourcing our students, classified, and licensed staff.
 - b. University and apprenticeship relationships.
 - c. Focus on connecting district priorities and strategic plan to recruitment and retention.
 - d. Oversees integration of staff wellness initiatives as part of employee relations and improved staff retention.
2. In coordination with district leadership, establish systems to evaluate and ensure equity as a priority in decision making at all levels of the organization.
 - a. Assists Human Resources administrators on personnel matters that have equity-related considerations.
 - b. Assists the district in resolving complex equity matters affecting employees, students and families.
 - c. Oversees professional learning opportunities that support equity and inclusion.
 - d. Assists the Executive Director of Human Resources in creating and managing the department budget with equity as a driver for fiscal decision-making.
 - e. Develops community and business relationships to improve the diversity and quality of the applicant pool.
 3. Coordinates and supervises all recruitment efforts that include job fairs, recruitment branding, etc.
 4. Assesses best practices for innovative ideas in the areas of recruitment and retention.
 5. Articulates a comprehensive strategy for monitoring and assessing the impact of strategic recruitment and retention initiatives.
 6. Provides consistent and transparent engagement with key internal and external stakeholders to develop, manage, and implement strategic initiatives.
 7. Serves as a key member of the Executive Director of Human Resources leadership team.
 8. Provides leadership to the Executive Director of Human Resources to ensure that the HR strategic goals and objectives are met and that projects are carried out in a timely manner.
 9. Prepares and contributes to the preparation of district reports, briefings, presentations (including hiring best practices), and responses to issues as directed by the Executive Director of Human Resources.

10. Analyzes, interprets, and provides recommendations to the Executive Director of Human Resources concerning HR and district issues and other matters.
11. Participates in District meetings as directed by the Executive Director of Human Resources.
12. Participates as a member, consultant or observer in national, state and local organizations, workgroups, and agencies.
13. Manages special assignments on a short-term basis and provides effective intervention in complex situations. Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
14. Prepares and manages budgets and district resources related to HR strategic initiatives in coordination with the Executive Director of Human Resources.
15. Supervises Human Resources staff.
16. Provides essential information and support for internal and external candidates seeking employment.
17. Recruits, reviews applications, interviews and supports the hiring of candidates seeking district sponsorship for a restricted substitute teaching license. Supports candidates through the license process.
18. Assists and supports licensed staff with licensure needs as a district TSPC liaison.
19. Conducts new employee orientations and/or on boarding.
20. Develops and manages internal recruitment programs.
21. Performs all external applicant recruitment activities including the sourcing, resume reviewing, phone screens and interview selection process for all positions.
22. Based on the recommendation made by the hiring administrator to the HR administrator, drives the offer process from the offer presentation, conditional releases, welcome communication and finally the new employee orientation.
23. Works closely with building administrators and key personnel to develop successful candidate profiles.
24. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in human resources professional organizations.

25. Develops and maintains ongoing and engaging diverse social media presence for the purposes of recruitment of external applicants.

Performs other duties as assigned.

Part IV: Additional Duties and Responsibilities:

1. Maintains exceptional attendance and punctuality.
2. Participates in professional learning opportunities in support of District-wide mission, vision and goals. This will include a commitment to a week long, overnight, professional development for equity event.

Part V: Minimum Qualifications:

1. Master's degree in education, or related field and/or equivalent experience in educational leadership.
2. Experience leading a school or equivalent school district experience.
3. Possess or ability to obtain Oregon administrative license.
4. Ability to travel during the workday and on occasion stay overnight to attend a recruitment event (Compensation for mileage, food and lodging provided).
5. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
6. Ability to remain calm, focused and in control when working under stressful conditions.
7. Ability to protect the confidentiality of information shared verbally and in writing.
8. Ability to work collaboratively and effectively with administrators, other district staff and candidates.
9. Ability to communicate effectively verbally and in writing.
10. Skilled in the use of Word and Excel software.
11. Valid driver's license.

Part VI: Desired Qualifications:

Bilingual skills in languages common to the district.

Part VII: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The employee must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with the subject being taught, but can be abnormally loud on occasion.