

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: STEM/ELO-P Recruiting Coordinator

DEPARTMENT/DIVISION: Educational Services/STEM & Local Assessment

POSITION SUMMARY: Under the general supervision of the Associate Superintendent for Educational Services and/or his or her designee, the STEM/ELO-P Recruiting Coordinator is the primary individual responsible for attracting high-potential STEM/ELO-P staff and programming needs, to Tracy Unified School District (TUSD).

ESSENTIAL FUNCTIONS:

1. Drive quality teaching candidates to the top of the recruiting funnel by building personal relationships with potential teacher candidates and referral sources, especially those at extended learning programs and universities in California.
2. Create awareness and generate excitement about TUSD as a great place to work and “The Best Place for STEM Teaching and ELO-P” 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 and ELO-P.
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. Gather and analyze data for purposes of needs analysis and recommendation development for STEM/ELO-P.
6. Work collaboratively with colleagues in STEM/ELO-P, Human Resources, and Educational Services.
7. Anticipate STEM/ELO-P needs and prioritize activities appropriately.
8. Coordinate and maximize other HR recruiting activities, including but not limited to campus visits, recruiting fairs, community events, social media, etc.
9. Assist in the screening of STEM/ELO-P teaching applicants.
10. Coordinate community and district support to foster the success and ensure the retention of STEM/ELO-P teachers and other staff hired within the previous 3 years.
11. Collaborate with teachers and site administrators, community members, and district STEM/ELO-P teams to maximize recruiting effectiveness.
12. Communicate proactively and openly with all engagement partners regarding the recruitment of STEM talent and ELO-P programming.
13. Demonstrate an understanding of CA standards and frameworks for PreK-12 in science, computer science, math, engineering, and other STEM-related content areas within ELO-P programs.
14. Demonstrate an understanding of TUSD scope and sequence for STEM-related content areas.
15. Serve on district-level committees to represent and report on STEM/ELO-P-related recruitment, programming, and other staff development programs as appropriate.
16. Maintain professional competence through ongoing professional development and training in areas related to the position and its responsibilities.

17. Maintain regular and prompt attendance in the workplace, including while performing work in the field.
18. 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) preferred. Valid California Driver's License.

SKILLS AND QUALIFICATIONS:

1. Valid driver's license and reliable transportation.
2. Enjoys working in the field, out of the office, at least 40%, along with early departures and late returns for recruiting activity.
3. Understand 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.).
4. Outstanding communication skills, including oral and written communication, through a variety of methods and with diverse populations.
5. Creative problem solver who can also function as a collaborative team member.
6. Ability to gather, analyze, and use data to make decisions.
7. Able to communicate through systems and technology.
8. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

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, and 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/ELO-P 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 training, and occasional overnight stays.

SALARY: LME Range 24

DAYS OF SERVICE: 225

BOARD APPROVED: 09/13/2022

Revised: 06/25/2024