

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**HUMAN CAPITAL
1902 Director of Strategy, Recruitment and
Retention**

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**JOB TITLE: DIRECTOR OF HUMAN CAPITAL STRATEGY,
RECRUITMENT AND RETENTION**

REPORTS TO: Chief Human Capital Officer

SUPERVISES: Human Capital Support and Services Staff

NATURE AND SCOPE OF JOB:

The Director of Strategy, Recruitment and Retention will support the district's efforts in developing, monitoring and driving the implementation of a comprehensive human capital strategic vision. In addition, the Director is responsible for developing and monitoring a comprehensive recruitment strategic plan to attract, select, and hire the highest quality teachers and employees to meet the needs of the District's schools as well as for initiatives to promote the retention and equitable distribution of excellent teachers across all schools. As part of this effort, the Director of Strategy, Recruitment and Retention will partner with the Human Capital Support and Services team as well as other key district stakeholders to implement and execute on this vision and plan. The Director is responsible for meeting established hiring goals and objectives, and for metrics reporting, innovative recruitment strategies, retention initiatives, and the cultivation of external recruitment relations with local universities and community organizations.

Reporting directly to the Chief Human Capital Officer, the Director of Strategy, Recruitment and Retention will oversee a team responsible for supporting and building the capacity of other Human Capital departmental staff, principals and other key stakeholders around recruitment, selection, and the strategic use of HC data and technology. The Director will also communicate regularly to ensure strategic alignment across all key functions and teams and serve as a member of the Office of Human Capital leadership team.

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QUALIFICATIONS:

The Director of Strategy, Recruitment and Retention shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.6).
2. Master's Degree or higher from an accredited college or university
3. General experience and knowledge of research around key human capital areas including recruitment, selection, retention, development, and evaluation.
4. Strong interpersonal and communication skills and experience.
5. Management and supervisory experience.
6. Demonstrated success in providing high levels of customer service.
7. Ability to analyze and communicate analysis of data.
8. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
9. Experience working effectively with a wide range of constituencies in a diverse community.
10. Bilingual, preferred.
11. Experience in an urban school district, preferred.
12. Five or more years of professional experience related to Human Resources / Human Capital functions and/or Recruitment, preferred.
13. Demonstrated success leading strategic educational program and reform initiatives, preferred.
14. Experience in project management, including the ability to identify, develop, and deploy resources across multiple initiatives, preferred.
15. Extensive knowledge of talent management systems; experience building and leading human capital programs for a private or public sector entity, preferred.
16. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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17. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
18. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
19. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
20. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
21. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Director of Strategy, Recruitment and Retention shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Strategy, Recruitment and Retention will include, but not be limited to the following:

Strategic Planning, Monitoring and Implementation Support

1. Lead internal short- and long-term human capital planning processes aligned with the District's strategic plan and objectives.
2. Lead, project manage, and execute the effective and efficient delivery of the full range of human capital strategic programs, products, and services including the tracking and monitoring of progress against key goals and objectives.
3. Advise the Chief Human Capital Officer regarding complex human capital management issues, including matters related to policies, long-range plans as well as innovative solutions and services.
4. Lead the department's efforts to identify, track, share, and leverage key HC metrics to advance the District's mission and strategic vision.
5. Analyze research, as well as best practices of school districts and other industries, to make evidence-driven recommendations to advance policy objectives.
6. Collaborate with other District offices, senior staff, and key stakeholders to move key areas of work.
7. Oversee the annual hiring forecast projections to drive recruitment planning and focus.

Recruitment and Retention Planning and Execution

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1. Develop a strategic recruitment and retention plan to attract, screen, interview, and select the highest quality teachers and employees; plan will include measurable goals and objectives.
2. Design and manage recruitment initiatives, programs, and pathways for individuals to become Paterson Public Schools teachers and employees, with an emphasis on addressing higher need areas and subjects.
3. Design, create, and train hiring managers around rigorous, research-driven selection and interview practices, selection tools, interview protocols, and FAQ documents.
4. Lead the analysis, monitoring, and tracking of retention/attrition activity to inform the planning and development of retention initiatives and programs; including employee engagement surveys and focus groups.
5. In partnership with other key district leaders, lead the development, monitoring, and execution of a retention strategic plan including programs and initiatives that promote teacher career development through classroom-based and district leadership roles.
6. Identify, develop, and manage relationships with key external partners, including colleges and universities, nonprofit organizations, and the State Department of Education in order to expand the candidate pool of high quality talent.
7. In partnership with the Human Capital Partners provide strategic assistance to schools toward optimal hiring decisions.
8. Lead all recruitment and cultivation efforts, initiatives, and events.
9. Identify, train, and coordinate recruitment support from the HC Partners, HC Department staff, and other District leaders and staff.
10. Actively promote use of technology for recruitment processes, champion the applicant tracking system project, and lead effort to develop tools and collect data for long range recruitment planning.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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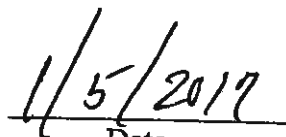
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EVALUATION

The Chief Human Capital Officer shall evaluate the Director of Strategy, Recruitment and Retention in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date

