

Coordinator of Recruitment & Employee Services

DEPARTMENT:	Human Resources	REPORTS TO:	Assistant Superintendent of Human Resources
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Develop, lead, and manage the recruiting, onboarding, offboarding, and employee relations functions for the district to attract, develop and retain highly qualified and engaged staff.

Task Title	Essential Job Functions	(Estimated) Percent of Time Spent
Onboarding	- Oversee new employee onboarding and orientation - Conduct new hire paperwork and processes (e.g. employment verification, background checks) - Develop training programs to integrate new employees - Assist in fingerprinting employees (and individuals not associated with KSD)	40%
Recruitment	- Develop and execute recruiting strategy to attract qualified and diverse candidates - Source candidates through job boards, college recruiting, job fairs, etc. - Manage full recruitment cycle - postings, screening, interviews, hiring	30%
Offboarding	- Manage offboarding process for departing employees - Oversee exit survey process - Ensure proper exit procedures (property retrieval, access termination)	15%
Employee Relations	- Provide guidance on employee relations issues, complaints, performance management - Assist in existing human resources processes	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree, preferably in Human Resources, Business Administration, Education or related field required.

Preferred

- 2-5 years of recruiting experience.
- SHRM-CP or PHR certification.

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT - Proficient in Microsoft Office, HR databases/applicant tracking
- **Intermediate:**
 - Safety/Security - Policies and procedures to protect people, data, property
 - Management - Principles of leadership, strategic planning, resource allocation
- **Advanced:**
 - Law/Government - Relevant employment laws and regulations
- **Expert:**
 - Human Resources - Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active learning, Active listening, Coordination, Reading comprehension, Social perceptiveness, Time management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical thinking, Persuasion, Service orientation, Speaking, Troubleshooting, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Mathematics, Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Equipment maintenance, Equipment selection, Installation, Instructing, Management of personnel resources, Negotiation, Operation and control, Systems analysis, Systems evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision Sitting,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Walking,
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crawling, Crouching/Kneeling, Pulling/Pushing,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-06