Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Talent Acquisition and Retention Manager**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Grade:	**S**
Prepared/Revised Date:	**June 29, 2022**	Job Code:	**34409**
		Days:	**260**

SUMMARY: Perform HR-related duties on a professional level, working closely with the Director of Talent Acquisition to support talent acquisition efforts for the District, including sourcing, recruitment, and selection. Coordinate with team to implement strategies supporting talent pipelines, employee recruitment, retention, and engagement. Collaborate with HR Technicians on student teacher, internship, and practicum placements within the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1.	Coordinate and support the implementation for all PSD talent acquisition efforts in collaboration with the talent team: attend out-of-state recruiting fairs, develop internal hiring events, communicate/coordinate recruiters for recruitment fairs, facilitate the communication between fair and internal contacts, and facilitate online recruitment presence including the coordination of job advertisements.
2.	Support strategic outreach and communication efforts related to talent acquisition and retention efforts. Write, edit, and produce print and digital publications for recruitment and retention efforts that promote and enhance the PSD brand via social media, e-newsletters, websites, videos, etc. Respond to daily recruitment inquiries through designated platforms.
3.	Implement best practices for equitable and diversity-focused recruitment including candidate sourcing. Utilize tools like LinkedIn Recruiter, Indeed, and Handshake to find and source candidates. Act as a recruiter and participate in the hiring process as needed.
4.	Oversee and support PSD's one-way interview system (SparkHire) to create a standardized and equitable process for screening and hiring candidates.
5.	Maintain relationships with partners and stakeholders to develop talent pipelines, including supporting current efforts of recruiting and onboarding student teachers, interns, and practicum candidates. Collaborate with HR leadership to best support internal relationships to PSD/hiring managers recruitment needs.
6.	Evaluate quantitative and qualitative feedback and data through surveys and focus groups that will evaluate PSD's recruitment activities to identify, attract and retain top talent. Monitor and distribute climate surveys and stay interviews to analyze data to identify district trends and develop strategies to improve employee retention and engagement.
7.	Collaborate with HR leadership to develop and conduct training for hiring managers and supervisors in a variety of areas including interviewing and screening techniques of candidates aligned with law and district policies, candidate engagement, etc. Update and train hiring manager/team training documents such as interview questions, equitable standardized response rubrics, etc. Train pre-screeners and recruiters for recruitment events.
8.	Attend work and arrive in a timely manner.
9.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Communications, Marketing, Advertising, Human Resources, or related field.
- Minimum of five years of experience in human resources, communications, or recruitment.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred.
- Criminal background check required for hire.
- Ability to travel nationally and among district locations.
- Valid Colorado driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of employment laws and human resources policies, procedures, and practices.
- Critical thinking, problem-solving and analytical skills.
- Oral and written communication skills with an ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethic and educational backgrounds.
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced knowledge of and experience with Microsoft Office products, and/or other department software packages including project management systems and Adobe Creative Suite products.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Talent Acquisition	1
Direct reports:	No direct reports	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	