



Recruitment Manager

Job Overview

The job of the Recruitment Manager was established for the purpose of performing managerial, professional, technical, and analytical duties in support of the District's recruitment goals. Responsibilities include the recruitment of top talent for employment within the guidelines of Board rules, policies, and procedures as well as applicable state and federal laws and regulations.

This job reports to the Assistant Superintendent of Human Resources.

Job Functions

- Develops, plans, implements and manages system-wide recruiting activities designed to enhance the District's ability to attract and retain a diverse, high-performing workforce, with a focus on recruiting qualified professional teaching and support candidates.
 - Collaborates with senior staff, school leadership and stakeholders to identify hiring priorities and meet current and future staffing needs.
 - Determines staffing needs by collecting and analyzing demographic as well as local, state, and national market data.
 - Maintains and analyzes recruitment and retention data and use data to develop a comprehensive recruitment plan.
 - Develops recruitment and retention strategies to achieve required staffing levels and for critical shortage areas.
 - Projects future district employment needs and develops plans to meet those needs within budgetary guidelines.
 - Monitors operational, organizational and technology changes to ensure recruitment goals support the Districts strategic plan.
 - Explores social media and other technical and/or non-traditional options to optimize recruitment results.
 - Develops recruitment programs, brochures, videos, displays and other related material in order to promote Williamson County Schools to interested parties.
 - Develops and manages recruiting materials, including related information on the District's website.
- Develops and maintains a positive relationship with the business community and a network of other contacts to source candidates and develop and enhance recruiting programs and strategies.
- Builds relationships with Educator Preparation Programs (EPP) to place student teachers, Interns, and practicum students.
- Maintains and develops the "Grow your Own" teacher occupation apprenticeship program within WCS.
- Communicates with prospective employees both verbally and in writing.
- Expands the District's presence throughout the region via partnerships with colleges and universities.
- Coordinates and participates in recruitment trips to colleges and universities, job fairs, and other appropriate events.
- Writes and places recruitment information and position advertisements in various media.
- Maintains accurate recruiting, retention, and related records.
- Keeps abreast of legislative, procedural, and other changes related to recruitment and retention of employees.
- Compiles and presents information on a variety of topics.
- May lead the work of other employees.
- Attends and participates in a variety of cross-functional meetings, workshops, conferences, and/or seminars.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Up to 25% travel may be required to support recruiting activities.

Qualifications

Minimum experience: Job related experience in professional staffing or recruiting.

Minimum education: Bachelor's degree in relevant field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of human resources laws and regulations and how they translate to recruitment best practices.
- Knowledge of recruiting methods and strategies.
- Ability to perform advanced math, prepare spreadsheets with advanced formulas, diagrams, graphs, etc.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to adapt to changing work priorities; communicate with diverse groups; and work as part of a team.
- Skill in reviewing and interpreting highly technical information and data and drawing meaningful conclusions.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Ability to review data and create/develop and maintain accurate reports.
- Ability to plan, implement, and evaluate program services.
- Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- Ability to create and present content to colleagues, potential candidates, community organizations, and other stakeholders.
- Ability to use judgment in interpreting and applying procedures and precedents to specific cases.
- Ability to lead and/or coordinate the work of others, as assigned.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.