



JOB TITLE	DEPARTMENT	REPORTS TO
Recruiter	Human Resources	Coordinator of Retention & Recruitment

<b>Position No:</b> 77335	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N20	<b>Date Approved:</b> 8/22/06
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 8/29/25

JOB GOAL
To liaison with non-instructional applicants regarding recruitment and to monitor and reinforce staff retention.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Associate of Arts degree. Bachelor's degree preferred.</li> <li>2. Ability to read and interpret documents such as surveys, procedural manuals, and transcripts.</li> <li>3. Experience in problem solving using high levels of interpersonal interactions.</li> <li>4. Ability to perform the essential functions of the position.</li> <li>5. Demonstrated sound oral and written communication skills.</li> <li>6. Recruitment experience.</li> <li>7. Bilingual in Creole or Spanish preferred.</li> <li>8. The ability to travel locally 35-45% of the time with possibility of out of state travel.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To plan and conduct recruitment and orientation activities for the district.</li> <li>2. To coordinate district non-instructional recruitment efforts and updates the recruitment plan annually.</li> <li>3. Be active with online job boards, social media networks and platforms to find qualified candidates for open positions.</li> <li>4. Serves as a liaison to schools with FTE, position control, and vacancy postings.</li> <li>5. Updates and maintains the district's job descriptions.</li> <li>6. Coordinate with H.R. staff for a timely and efficient processing of new hires.</li> <li>7. To attend recruitment events directly related to the district's recruitment needs for instructional and support personnel.</li> <li>8. Assists hiring managers in finding high-quality candidates to meet needs, including screening candidates for expertise.</li> <li>9. To develop a system for assessing recruitment efforts.</li> <li>10. To work with community partners to fill non-instructional roles within the district.</li> <li>11. To provide exit interviews of non-instructional personnel leaving the district.</li> <li>12. To analyze data, prepare reports, and respond to surveys.</li> <li>13. To assist Coordinator of Retention and Recruitment with implementation of district retention and recruitment plan.</li> <li>14. To work flexed hours based on weekend recruitment events.</li> <li>15. To perform tasks in a timely and efficient manner.</li> <li>16. To perform assigned task with a high standard of quality.</li> <li>17. To perform other related functions as designated by the supervisor.</li> </ol>

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.