



Opening: February 24, 2017

Reports To: Associate Superintendent, Human Resources

Pay Grade: Administrative Management JG 9

Closing: March 10, 2017

Wage/Hour Status: Exempt

Rev: 2-2017

Terms of Employment:

12 months/ 230 days per year. Salary is at Administrative Management Job Group 9 on the SAISD Compensation Plan on a Non-Chapter 21 contract. Entry level is at an annual rate of \$88,205.00 with additional consideration for directly related experience.

Primary Purpose:

To assist the Human Resources Department in the coordination of all facets of the recruitment and hiring process for the District.

Minimum Qualifications:

Education/Certification:

- Master's degree from an accredited four (4) year college or university
- Valid Texas Teacher Certification
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Demonstrate excellent communication skills both oral and written
- Demonstrate organizational skills
- Demonstrate analytical skills
- Knowledge of instructional programs in SAISD schools
- Knowledge of local, state, and federal rules and regulations as it pertains to compensation
- Management style compatible with the position
- Ability to problem solve
- Expertise with computers and computer software such as word processing, spreadsheets, and databases
- Ability to create presentations utilizing computer software

Experience:

- Three (3) years as an administrator or supervisor in a school district, or;
- Five (5) years in recruitment, selection, or employee retention/support

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

1. Oversight for recruitment and hiring for professional personnel for the District
2. Oversight for paraprofessional, substitute, and classified recruitment and hiring
3. Facilitate screening committees for assigned departments
4. Staff schools in collaboration with the school principal through the TalentEd system
5. Monitor the acquisition of requisite documents to complete each new professional employee's file
6. Employ teachers for specific school assignments after securing input from school principals
7. Monitor criminal history records information for professionals
8. Develop job descriptions for professional employee categories and coordinate job descriptions for auxiliary categories
9. Monitor employee retention
10. Facilitate university contacts for recruitment and student teachers
11. Oversight for placement of student teachers, observers, and interns
12. Develop marketing strategies for the Human Resources Department
13. Screen and process promotional applications

14. Supervise and coordinate the advertisement, collection of pertinent data, development of screening instruments and screening of applicants for promotional positions
15. Coordinate announcements and the screening process for promotional positions
16. Oversight for out of state and in state recruiting schedules and participation at job fairs
17. Interview applicants for professional positions
18. Offer employment and sign applicants after securing the appropriate recommendations from department chairs
19. Ensure that applicants hired for positions requiring certification possess the required certification and/ or licensure
20. Ensure compliance with local, state, and federal rules and regulations as they pertain to recruitment and employment of professional, paraprofessional, substitutes, and classified personnel
21. Serve as the liaison between alternative certification programs and the district
22. Maintain a system to collect and analyze statistical data relative to applicant/ candidate flow and the employment of all personnel
23. Extended work hours and/or work weeks are required throughout the year
24. Out of town and/or overnight travel is required
25. Monitor effectiveness measures for all areas related to hiring

Qualities of an Effective Human Resources Director – Recruitment and Hiring

26. Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
27. Regular attendance and punctuality are essential functions of the job
28. Extended work hours and/or work weeks are required throughout the year

Supervisory Responsibilities:

Assigned clerical and professional personnel

Equipment:

Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

Working Conditions:

Mental and Physical Demands:

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent district-wide and occasional statewide travel.

Environmental Factors:

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt _____ Date: _____

Hiring Administrator _____ Date: _____