POSITION: DIRECTOR, RECRUITMENT

REPORTS TO: Executive Director - Human Capital Management

SUMMARY: The Talent Acquisition Director works with district leaders to provide strategic alignment of Human Capital Management processes with designated district objectives and overall district strategy. This position works closely with campus leadership and central office business leaders to proactively assess HCM related business needs and implement organization wide solutions that result in improved service and a highly functioning organization.

MAJOR RESPONSIBILITIES:

1. Develop plans within EEO guidelines to keep schools fully staffed, ensure candidate quality meets district standards, and provide feedback on the status of the candidate interviewing and selection.
2. Plan, coordinate and execute all districtwide educator recruitment initiatives to meet district needs.
3. Oversee preparation and maintenance of the annual recruiting plan and budget under special revenue guidelines.
4. Direct the development of the district’s recruiting and retention plans for all types and levels of positions.
5. Direct the H-IB visa program for Dallas ISD by establishing policies and procedures related to H-IB visa, keep track of all H-IB hires and separations in the district, screen new H-IB candidates for H-IB eligibility and prepare selected candidates' documentation for new H-IB petitions to be filed with the USCIS.
6. Direct the oversight and coordination of the Student Teacher Program. This includes the management of all district Memorandum of Understanding, Management oversight of the collaboration with colleges/universities and students in the approval and placement process and follow up student teacher trainings.
7. Direct the P-Tech Education Pathways "grow your own" pipeline to develop a future teacher pipeline within the District including overseeing the collegiate academy workplace visits, mentoring and internship programs.
8. Direct the recruitment, selection process and onboarding training of the Dallas ISD Residency
Program along with all external Residency Programs.

9. Strategically plan recruiting trips for the district and participate in recruiting fairs at universities and other organizations.

10. Identify, research and create non-traditional sources and methods of attracting, recruiting and retaining talent.

SUPervisory RESPONSIBILITIES: Assigned personnel

QUALIFICATION REQUIREMENTS:

1. Bachelor's Degree from an accredited University in a directly related field; Master's Degree and mid-management certification preferred
2. Five years of staffing/employment or directly related experience
3. A desire to work in a relentless and outcomes focused environment
4. A “get it done” mentality sees barriers as opportunities for innovation
5. Ability to motivate, interact, and convince candidates from diverse groups
6. Willingness to work beyond the confines of the job description to contribute to a powerful team committed to educational equity and student achievement

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures. Travel is required.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Travel is integral to this position.