



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Director of Recruitment, Retention, and Staffing
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Chief Human Resources Officer

**Position Summary:**

Reporting to the Chief Human Resources Officer, the Director of Recruitment, Retention, and Staffing collaborates with all senior leaders throughout the district to develop and implement strategic long-range recruitment plans that support the organization’s vision and goals. This position provides leadership in developing and executing human resources strategies in support of the overall strategic direction of the organization; specifically in the areas of talent acquisition, change management, and orientation and training.

**Essential Functions:**

- In collaboration with the Department of Human Resources leadership team, and other senior leaders within the district, develops and implements specific programs and services.
- Works with hiring managers to develop and implement proactive and creative recruitment strategies/tools to source, assess, and pre-qualify highly preferred job candidates.
- Responsible for meeting established recruitment goals and objectives (consistent with the organization’s mission, values, and goals).
- Maintains and develops the attrition and succession plans.
- Ability to recruit, and hire for vocational positions, when needed.
- Develops and incorporates social media for recruiting purposes.
- Maintains cost effective and efficient practices that are consistent with the recruitment budget.
- Responsible for metrics reporting, retention initiatives, and developing external recruitment relationships with local schools and community organizations, to include administration of the district’s Affirmative Action Plan.
- Manages and coordinates all aspects of the Student Teaching Program.
- Analyzes and enhances the St. Louis Public Schools value proposition.
- Familiarity with NCLB Act, and hiring individuals in adherence with the Act and Missouri Laws.
- Reviews resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements, and interview and asses candidates based on defined needs by hiring managers.
- Develops and maintains relationships with all Department Managers/Principals.
- Creates and fosters relationships with colleges and professional organizations to attract and recruit qualified candidates.
- Attends and/or coordinates recruitment functions such as job fairs, career days and/or other events to source qualified candidates.
- Maintains accurate and well-organized documentation in the Organization’s database on all candidates, searches, hiring managers interactions, and other recruiting activities to ensure a safe and thorough audit if required, and efficiently track and record all candidate paperwork.
- Creates “high need list” of hard-to-fill positions and immediately interview candidates who qualify for these positions.
- Prepares and delivers presentations for recruiting events, training and orientations, data/trend analysis, and other related needs.
- Performs other duties as assigned.



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**Education & Experience:**

- Master’s degree in Human Resource Management or closely related field
- 5+ years experience in a non-profit, school, or governmental setting
- 5+ years experience managing direct reports and work as a team member
- Proven ability to self maintain calendar, appointments, emails, and create presentations, among other administrative duties
- Proven ability to write reports, business correspondence and procedure manuals
- Proven ability to effectively present information and respond to questions from groups of principals/administrators/managers/supervisors, clients, customers and the general public
- Strong knowledge base of interpreting and applying employment law in a bargaining environment
- Excellent written and verbal communication skills
- Advanced Excel, Word, and PowerPoint skills required

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***