



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

Position Title:	Recruitment Generalist
Payroll/Personnel Type:	12 Month
Job #:	8457
Reports to:	Director of Talent
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Recruitment Generalist works collaboratively on the Talent and Acquisition Team to ensure that all District vacancies are filled with effective, mission-driven employees. Reporting to the Director of Talent, the Recruitment Generalist proactively builds relationships with partners, candidates, and hiring managers in order to foster effective talent practices and partnerships across the District. The Recruitment Generalist is highly motivated, takes ownership for the success of all projects and goals, models professionalism, builds authentic relationships, and demonstrates an unwavering commitment to the success of all schools and District departments.

Essential Functions:

- Along with the Director of Talent, sets compelling vision for recruitment and selection across the District and invests team and relevant stakeholders in achieving vision
- Acts as a liaison and ambassador in all settings, representing the District in front of various stakeholders
- Designs effective strategies and solutions to address talent gaps in all areas across the District
- Implements employee engagement and development activities, presentation and training to maximize productivity and unit workforce
- Collaborates with all relevant stakeholders in the implementation of strategic initiatives
- Analyze teacher candidate qualifications to determine hiring eligibility
- Oversees the placement process for student teachers
- Oversees the placement and selection process for Cooperating Teachers and Teacher Mentors
- Works with local colleges and universities to assist our support staff with earning undergraduate degrees and certifications
- Create and maintain strong alliances with local colleges and trade schools to establish trusted relationships
- Ensures effective recruitment and selection strategies to ensure hiring managers have high-quality, diverse pools of candidates
- Align professional development to assist provisionally certificated teachers and substitute teachers with the process of obtaining certification
- Arrange and implement hiring/career fair events for the District to attract top talent
- Partner with our benefits department on ways to address the health and wellness of staff
- Develop a new teacher year-long development plan to support the retention efforts of new teachers
- Create targeted advertising campaigns, grassroots marketing efforts and high-impact presentations to promote recruitment strategies
- Create a tracking and evaluation system for all entities for which held accountable
- When appropriate, fundraises and create partnerships to support the work of recruitment and selection across the District
- Analyzes data, prepares detailed reports, and makes strategic recommendations based upon research and data



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- Supports the operations of the Talent and Acquisition Team in order to ensure all functions are completed with a high degree of precision, efficiency, and professionalism
- Creates recruitment and selection materials, project plans, and other relevant deliverables that demonstrate a high degree of professionalism
- Empowers hiring managers across the District to attract and retain top talent
- Works collaboratively on cross-departmental teams, as necessary, to ensure effective implementation of strategy talent work across the District
- Completes all other duties as assigned

Knowledge, Skills, and Abilities:

- Deep understanding of equity, especially in an educational context
- Strong connector with people from various backgrounds; able to understand others' needs and motivations and to tailor messaging and communication to the needs of individuals
- Ability to establish measures to promote diversity and drive equal access for all schools
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Highly visionary, with a belief that all children and adults are capable of greatness
- Able to operationalize strategy with a high level of precision and efficiency in order to achieve ambitious achievement targets
- Have a deep understanding of the need for mental health support
- Knowledge of processes and procedures needed for teacher certification in specific areas
- Able to identify vacancies, support recruiting process and interview candidates
- Self-starter with a high degree of personal ownership for achieving results
- Quick learner who anticipates barriers and plans effectively to navigate challenges
- Deep understanding of how systems operate and how to manage change
- Effectively collaborative, working across teams at various levels of the organization and with various external partners to ensure effective implementation of strategic priorities
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Highly efficient and resourceful, with the ability to turn around deliverables, reports, and projects on tight deadlines
- Strong oral and written communication skills that demonstrate a high degree of professionalism, efficiency, and precision
- Exceptional technology skills, including the skills necessary to analyze data, prepare reports, create communication materials, organize web-based events and presentations, coordinate calendars and logistics, etc.
- Able to achieve the functions laid out above with a high degree of autonomy; able to translate vision into action and to prepare high-quality materials and projects without extensive oversight

Experience:

- Demonstrated track record of achieving ambitious results in any setting (required)
- Demonstrated track record of being highly reliable and professional (required)
- Two years of school and/or district work experience with a proven track record of results (preferred)
- Experience in at least one of the following talent work stream areas: recruitment, selection, or development (preferred)
- Experience in an urban school setting (preferred)



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Education:

- Bachelor's Degree (required)
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must have a valid driver's license and reliable transportation
- 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 significant 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.