

Hernando County School Board Florida

FLSA: Exempt, Non-Union

SUPERVISOR OF RECRUITMENT

Required Qualifications:

- Master's Degree from an accredited college or university
- Minimum of five (5) years of leadership experience at the school and/or district level
- Excellent oral and written communication skills
- Valid Florida Driver's License

Desired Qualifications:

- Experience in developing and conducting trainings
- Experience in building and maintaining strong relationships with stakeholders
- Proven track record with recruitment and retention strategies
- Clinical Educator Trained

Performance Responsibilities:

- Develop and implement a comprehensive recruitment and retention program
- Develop, plan and implement recruitment activities designed to enhance the district's ability to attract, hire and retain qualified candidates
- Serve as the Chairperson of the District's Recruitment and Retention Committee
- Work closely with principals, staff, and department supervisors in determining personnel needs and filling vacancies with qualified applicants
- Monitor and report progress of recruitment and retention efforts of minority and critical shortage area teachers
- Maintain records, compile, and analyze relevant data, as required for reports and other information purposes
- Establish and maintain contact with the career placement officers of colleges and universities for ongoing recruitment purposes
- Develop and monitor a new teacher incentive program throughout, working with the business community, various organizations, and agencies
- Conduct required evaluations of recruitment and retention strategies and make adjustments as needed and/or develop additional strategies to meet the needs of the District
- Coordinate the District's internship program, including contract management and intern placement

- Coordinate and facilitate travel arrangements and accommodation requirements for other district personnel who represent the District on recruiting trips
- Explore social media options for additional recruiting activities
- Support staff retention efforts
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Human Resources and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources

Evaluation:

Annual evaluation done by the Director of Human Resources

Terms of Employment:

12 month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

77335

Board Approved:

Revised: