

North Chicago Community Unit School District #187

Position Description

POSITION TITLE: Recruiter and Retention Manager

ABOUT NORTH CHICAGO DISTRICT #187:

North Chicago Community Unit School District 187 provides learning opportunities for students in six schools from Pre-K through 12th grade living in North Chicago, IL. Situated along Lake Michigan our district is home to the Great Lakes Naval Training Center where we participate actively with military employees and their families. With over 29,667 residents in North Chicago, our district is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices to serve our students.

LOCATION: Board Office

REPORTS TO: Director of Human Resources

PRIMARY FUNCTION: Reporting directly to the Director of Human Resources, District 187 seeks to hire a District Recruitment and Retention Manager who will be responsible for the recruitment and retention of certified and non-certified staff by executing the following responsibilities.

QUALIFICATIONS:

1. **Education:** Bachelor's degree required.
2. **Experience:**
 - a. Have a minimum of 2 years of experience working in recruitment and retention at a public-school district/charter, or at the university level or similar experience
 - b. Ability to build strong relationships quickly who enjoys guiding and influencing others in order to achieve ambitious outcomes.
 - c. Exhibit excellent verbal and written communication skills with a belief in the vision and mission of North Chicago District 187
 - d. Excellent attention to detail, as well as strong organization, time management, and follow-up skills; a high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; and the ability to work independently.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Recruitment Responsibilities

- Assist in the development, planning, and execution of a national recruitment strategy that attracts top talent to the D187.
- Attend and host recruitment events including but not limited to job fairs, college fairs (both virtual and in-person), and campus events to connect with potential teaching talent and expose them to D187.
- Design and manage effective advertising outreach strategies to market D187's open teaching positions through social media, district websites, and posting to key job board outlets.
- Build relationships with key university personnel and university career centers to maximize outreach efforts and gain access to potential teaching candidates.

- Create campaigns to source leads and prospects for teaching candidates to District 187 and report on the monthly progress of your campaigns using data to track and analyze progress for hires.
- Strategically engage the North Chicago community of educators to support broader recruitment and retention vision through executing referral processes, encourage them to attend recruitment events led by the district, and serve as district ambassadors to engage potential candidates during the candidate management process.
- Support principals in implementing strategies to attract a diverse talent pool of teachers and various support staff at the local and national levels.
- Support North Chicago's principals in the selection process of teachers and school staff during the interview process.
- Support candidate management of applicants, candidates, and hires, through consistent follow-up and communication to maintain engagement and interest in North Chicago District 187 through the first day of school.
- Maintain Applicant Tracking forms and create new forms as needed.
- Other duties as assigned.

Retention Responsibilities

- Using historical and current district data, project forecasted vacancies, monitor hiring data daily, and report outcomes to district leaders to ensure effective management of the hiring and retention processes so that all vacancies are filled in a timely manner.
- Conduct staffing workforce planning meetings with school leaders to determine ways to retain, induct and develop both new and experienced teachers.
- Evaluate organization retention methods and activities and advise if program strategies for recruitment and retention are producing the best results.
- Design and manage effective events and activities that engage and seek to retain teaching staff at D187.
- Support principals in implementing strategies to retain a diverse talented pool of teachers and various support staff within D187.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical: Proficient computer skills including Google Apps, Excel, Microsoft Office
Works effectively with data and research to develop and assess district strategies that increase student learning

Interpersonal: Handle confidential information professionally.
Ability to use discretion and exercise sound judgment.
Effective oral and written communication skills and strong interpersonal skills.
Good organizational and time management skills.
Evidence of dependability, integrity, and a strong work ethic
Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

Effective Communication and Interpersonal Skills

- Actively listen to others, understand nuance, and effectively interpret motivations/perceptions.
- Communicate effectively. Tailor message for the audience, context, and mode of communication.
- Build positive relationships quickly both internally and externally with various stakeholders.

- Maintain visibility and work collaboratively with diverse stakeholders at all levels, including but not limited to district staff, university partners, and potential teaching candidates.

Influence and Leadership

- Move adults to take action and ownership. Manage change, gain stakeholder buy-in, and overcome resistance.
- Proactively address and resolve conflicts. Exhibit willingness to have difficult conversations and challenge ideas to enable better decisions.
- Reflect, accurately assess own strengths and growth areas, solicit feedback, and seek growth opportunities.
- Exhibit poise and professionalism, including when under pressure.

Effective Planning and Execution

- Demonstrates excellent project management skills, including close attention to detail, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
- Demonstrate ability to analyze data, identify trends, and diagnose root causes.
- Exhibit a strong focus on goals and results. Sets clear metrics for success
- Able to create and manage data dashboards, progress reports, and other user-friendly spreadsheets and documents that provide quality information on hiring results to various internal stakeholders.
- Continuously monitors progress and demonstrates persistence to overcome obstacles to achieve goals.
- Ability to follow through on multiple activities at once including with candidates, principals, and HR

PHYSICAL DEMANDS:

Working Conditions: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

TERMS OF EMPLOYMENT: This is a 12-month position.

SALARY RANGE: Commensurate with education and experience, including benefits package

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable

accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: May 12, 2019

REVISED: