

## **RECRUITMENT COORDINATOR**

Code No.: 3-18-254  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for coordinating the recruitment, selection and hiring process for a school district. Duties include monitoring recruitment to ensure each school achieves staffing goals as well as committed government compliance for ethnicity and diversity requirements. General supervision is exercised over clerical staff. The employee reports directly to, and works under the general supervision of the Senior Director of the Human Capital Initiatives or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates and monitors promotional materials, contents, discussions, presentations, etc., in the selection process for compliance with federal, state, local Civil Services rules, and district policies and procedures;

Acts as a liaison between school administrators, teachers and parochial, private and suburban school districts;

Handles problems and sensitive issues raised during the recruitment and selection process between school staff, central office staff, and parents;

Supervises and participates in data entry applications for application processing and monitoring;

Works with computer technician to develop programs accomplishing school selection process;

Gives presentations, leads discussions and delivers and monitors in-service and recruitment seminars;

Screens applications for accuracy and completeness and schedules interviews;

Creates narrative and statistical reports relating to placement and compliance with ethnicity and diversity requirements;

Projects budgetary requirements for project implementation, monitors activities and expenditures for all recruitment and public relations activities associated with selection process;

Organizes and meets with parent groups and councils, community organizations, etc.;

Makes recommendations to the Superintendent and Board of Education on matters relative to informed choice and school selection process.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the school system and the school selection process; good knowledge of the principles and practices of personnel administration; good knowledge of recruitment systems and recruitment technology; good knowledge of local Civil Services rules and regulations; working knowledge of the District's secondary school system and programs; ability to write reports, gather and analyze statistics and monitor recruitment using an automated system; ability to deal effectively with administrators, parents, teachers and students; ability to handle conflicts and deal effectively with sensitive issues; ability to work with a personal computer; ability to communicate effectively both orally and in writing; organizational ability; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration, Public Administration or a closely related field plus four (4) years paid full-time or its part-time equivalent experience in personnel activities involving recruitment, interviewing, and selection; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Resources Management, Personnel Administration, Business Administration, Public Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR.
- (C) An equivalent combination of education and experience as defined in (A) and (B) above;

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** July 23, 1987  
**FORMERLY:** Recruitment Coordinator - Magnet Schools  
**REVISED:** May 12, 1988  
**REVISED:** October 8, 2015