



EMPLOYEE NAME: \_\_\_\_\_

Created: 10/22

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Employment Recruiting Coordinator	<b>JOB CODE:</b> 473R (Class) or 473F (Cert)
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional / Supervisory or Coordinator
<b>DEPARTMENT:</b> Employment	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Senior Executive Director, Employment	<b>PAY GRADE:</b> NK04 or CC5 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates, under the leadership of the Senior Executive Director, a comprehensive strategic plan for teacher recruitment.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree Required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate preferred
3.	Experience: 3 years of experience in Human Resources, Education, or Recruiting
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, project management, planning, public relations, organization, computer technology

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Develops and implements a comprehensive strategic plan for employee recruitment, retention, and morale.
3.	Works with school leadership, Board of Education, business community, PTAs, teachers, employees, and citizens to recruit teachers for Cobb County School District.
4.	Serves as a liaison with the Metro Atlanta Teacher Recruitment Consortium, Professional Standards Commission, Teachgeorgia.org, Georgia Department of Education, MRESA, and GASPA on recruitment issues; attends professional meetings and conferences.
5.	Monitors Georgia and Federal law relevant to certified employment.
6.	Monitors teacher supply and demand information.
7.	Provides ongoing recruitment strategy training to administrators.
8.	Assists with managing the information on the CCSD website and social media as it relates to recruitment.
9.	Manages the production of print and non-print recruitment materials.
10.	Coordinates with principals and college/university staff on the placement of student teachers and interns.
11.	Assists with the development and implementation of the induction program for new educators.
12.	Contributes information for the development of the annual budget for Human Resources regarding recruitment.
13.	Performs other Title II, Part A allowable duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_