

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DIRECTOR, RECRUITMENT/RETENTION AND EDUCATIONAL EQUITY

#### QUALIFICATIONS

- Master's Degree or higher with certification in Educational Leadership, School Principal, Administration and Supervision, Personnel Management, or related Human Resources or Education field.
- Experience in personnel recruitment and school based administration desirable.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of policies and regulations associated with educational equity as applicable to State and Federal guidelines and/or experience in governmental compliance issues.
- Knowledge of administrative computer applications as related to department functions.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to provide leadership to assigned personnel.

#### SUPERVISION

**REPORTS TO** Executive Director of Human Resources and Professional Standards  
**SUPERVISES** Assigned personnel

#### POSITION GOAL

***To direct and provide leadership to the District's Instructional Recruitment and Retention Plan, support all existing and any new Recruitment and Retention program strategies, Alternative Certification Program, ensure on going mentoring support to identified teachers and administrators and serve as the District's representative to direct educational equity compliance.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Direct and oversee the District's Instructional Recruitment and Retention Plan, and apply appropriate modifications to recruitment and retention strategies as needed on an annual basis.
2. \*Serve as Chairperson of the District's Recruitment and Retention Advisory Committee.
3. \*Identify, based upon Recruitment Plan strategies, colleges and universities to attend during on-campus recruitment fairs.
4. \*Maintain close and on-going communication with Dean's of Colleges of Education relative to recruitment needs.
5. \*Serve as the District's contact and administrator for student internship placements, classroom visitations and the screening of interns for immediate or forthcoming employment.
6. \*Prepare advertisements and mailing campaigns as required within the recruitment and retention plan.
7. \*Direct and administer the District's Signing and Recruitment Bonus Programs.
8. \*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.
9. \*Assist cost center supervisors with selecting appropriate personnel to fill instructional vacancies.
10. \*Maintain a file of candidates who were not selected for employment, but for whom a future opening is likely to appear within the district, and for others inquiring about employment opportunities for whom openings do not exist at the time of the inquiry.
11. \*Collaborate with the Foundation of SCPS and other community organizations to promote recruitment and retention efforts in the employment of a diverse teaching faculty.
12. \*Conduct New Employee Orientation presentations as scheduled.
13. \*Direct and facilitate the use of all existing and new funds received from the state to support teacher recruitment and retention.
14. \*Direct and facilitate a district wide mentoring support program for all new school based administrators and district administrators who provide support to schools.
15. \*Direct and facilitate a district wide mentoring support program with a goal to support teachers who have been identified as potential school based administrators.
16. \*Direct and conduct reviews of all instances of alleged impropriety related to educational equity surrounding all programs and services provided by the district that effect employees, students, and parents.

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17. \*Direct and administer the Educational Equity Complaint/grievance Procedures as adopted by the School Board.
18. \*Direct and oversee district compliance to requirements of the American with Disabilities Act as related to employees.
19. \*Administer district compliance to requirements of Title IX and other federal mandates.
20. \*Coordinate with the Department of Excellence and Equity to validate data for district and state communication and other required reports.
21. \*Provide initial and on-going notification to all employees, students, and parents that identifies the Equity Coordinator and of the procedures that are established to address areas of concern.
22. \*Monitor the Board's policy on employment opportunities in all matters of recruitment, hiring, training, transfers and promotion.
23. \*Coordinate district compliance to requirements of the Equal Employment Opportunity Commission.
24. \*Develop, on an annual basis, the Educational Equity Act Plan for submission to the Department of Education for review and approval.
25. \*Coordinate with the Directors of Curriculum and Professional Development to align professional development activities and trainings to support the development of on going mentoring, provided to all teachers new to the district.
26. \*Direct and coordinate with district NBC Teachers to develop and implement a district wide mentoring support program.
27. \*Direct and seek grants and research to provide continual support and retooling to the district's mentoring program.
28. \*Direct, manage and advertise the district's Alternative Certification program to increase and retain the teacher pool.
29. Perform other duties/tasks consistent with the goals and objectives of this position.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard office equipment, automobile

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motion</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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## WORKING CONDITIONS

### Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**A0-03-C \$83,036 - \$127,378**

District Salary Schedule	
Months	12
Annual Days	258
Weekly Hours	37.5
Annual Hours	1935

### POSITION CODES

PeopleSoft Position	00006774
Personnel Category	14
EEO-5 Line	44
Function	7730
Job Code	1452
Survey Code	77333

### FLSA

Applicable  
 Not applicable

Previous Approval Date

### BOARD APPROVED

**March 21, 2006**  
June 11, 2002

ADA Information Provided by John Reichert  
Position Description Prepared by John Reichert