



Job Title: **Administrator of Secondary Recruitment**

Department: **Human Resource**

Supervisor: **Director Human Resources**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs/ 242 days** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Human Resources, the Administrator of Secondary Recruitment is responsible for the recruitment, employment, transfer, licensure, and state qualified status of licensed personnel and for the management of related personnel services.

ESSENTIAL FUNCTIONS

- Assist the Director of Human Resources to ensure that operation and activities of the department comply with Board goals, policies and guidelines.
- Assist in interpretation and dissemination of information to employees, community or media concerning personnel matters.
- Assist in development, recommendations, interpretation and direction of all policies and programs related to employment, assignment, promotion, evaluation, salary placement, substitute use and fringe benefit programs for licensed personnel.
- Identify and coordinate recruiting efforts both state and nationally.
- Screen licensed candidates who are seeking employment in Canyons School District.
- Review and rank interviewed candidates for qualification and ability and make recommendation to school principals.
- Act as liaison between principals and Director of Human Resources concerning licensed personnel placement.
- Coordinate placement of teachers, student teachers, interns, practicum students and other licensed personnel as directed by Director of Human Resources.
- Coordinate University partnerships, in and out of state.
- Coordinate housing for out of state student teachers and practicum students.
- Coordinate substitute hiring, training, and act as a liaison between Human Resources and the school principal.
- Ensure proper management of all files pertaining to potential candidates and current employees.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Monitor the placement of all licensed personnel to assure proper certification for all assignments.
- Keep abreast of current trends and developments in education in support of the role of hiring the most qualified candidates.
- Monitor and ensure compliance with district policy regarding all activities of the Department of Human Resources.
- Monitor and ensure compliance with USBE licensing and endorsement requirements
- Monitor FTE allocations to all schools.
- Assist in preparation of district, state and federal reports as required.
- Assist in development, implementation and evaluation of short and long-term planning and accountability procedures for the Department of Human Resources.
- Represent the district at local, state and national meetings and participate in professional organizations as appropriate.

- Be a part of the Supervisor Assistance Team (SAT) and serve as a liaison to principals for due process.
- Track the certification of coaches, para-professional coaches and volunteer coaches.
- Meet regular, reliable, punctual and predictable attendance requirements.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- Requires a minimum of three years of administrative experience, principal level experience preferred.
- Requires strong oral and written communication skills.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Requires the ability to establish and maintain effective working relationships with candidates, school staff, district staff, and USBE.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires the ability to operate standard office equipment, educational technology, computer, standard machines used in teacher work room.
- Knowledge of USBE guidelines.
- Requires a valid driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019