



Director II, Talent Recruitment and Teacher Pathways (TRTP)

Position Details

Job Code: U7101

Reference Code: A963

Division/Unit: Human Resources

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for leadership and implementation of a comprehensive recruitment and customer service program that functions to represent and advance Clark County School District's (CCSD) commitment to developing an inclusive workforce that reflects the fabric of our community. This position works closely with principals, region superintendents, school associate superintendents, and department administrators. This position manages marketing, data analysis, and advertising in newspapers and other various media to ensure that advertisements and sourcing strategies attract an inclusive candidate pool. This position directs the management of recruitment initiatives and implementation of strategies to identify and establish a high-quality, inclusive workforce. The individual selected for this position will be responsible for developing recruitment and workforce development strategies. This position will also proactively work with a wide variety of community members, organizations, and local and state leaders. This position is directly responsible to the Assistant Human Resources Officer, Administrative Services, Recruitment, Talent Acquisition Teams (TAT), and Substitute Services, Human Resources Unit (HRU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates and audits the execution of a targeted recruitment and staffing plan/program to increase the overall pool of diverse applicants for all areas while also focusing on expanding the pool of applicants in hard-to-fill positions to meet the needs of CCSD.
2. Collaborates with and advises other recruitment administrators in support of recruitment goals; facilitates discussions and uses information to adjust plans for improvement based on regular review of data.
3. Coordinates and audits the Alternative Route to Licensure (ARL) Paraprofessional Pathway Program (PPP), Teacher Fast Track Program (TFTP) and Apprenticeship recruitment initiatives.
4. Coordinates and customizes the international recruitment program (J-1 Visa Program) to meet the needs and goals of CCSD; researches and coordinates the development of plan for CCSD to become an International Cultural Exchange Sponsor.
5. Collaborates with national and international organizations, such as the Nevada Department of Education, International Recruitment Partners and ARL providers.
6. Designs, coordinates and audits various promotional events, such as job fairs, community outreach programs and school-based vocational programs in support of the targeted recruitment and retention objectives related to all career fields offered within CCSD.
7. Analyzes college and university offerings and successes to identify and coordinates the execution of a targeted recruiting plan to visit the best areas in which CCSD is likely to find diverse candidates and candidates for hard-to-fill positions.
8. Analyzes demographic, educational, and private industry data from varying communities to identify the best areas in which CCSD is likely to find diverse candidates and candidates for hard-to-fill positions.
9. Audits all recruitment events to determine return on investment based on event and recruiter effectiveness.
10. Tracks and analyzes staff attrition to monitor areas of need.
11. Identifies and eliminates barriers to recruiting/hiring diverse candidates through data collection and analysis and uses this data to implement process improvements.
12. Develops and maintains strong partnerships with private industry and non-profits with regard to identifying areas of need, recruiting and obtaining high-quality candidates.

13. Prepares reports, reviews research and develops highly effective recruitment strategies.
 14. Prepares and revises reports, publications, presentations, and other correspondence for a wide variety of audiences, including but not limited to the Clark County School District Board of Trustees, Nevada Legislative Bureau Council, Nevada Department of Education, Principal working groups, Principal level meetings, and the executive leadership team.
 15. Manages and audits the recruitment budget, programmatic grants and funding that is distributed to the department.
 16. Directs and implements assigned division and related districtwide projects.
 17. Actively promotes community awareness of all employment opportunities in CCSD.
 18. Coordinates and facilitates active collaboration between the Recruitment Department and Curriculum and Instruction Division to attract the best pool of candidates, Administrative, Licensed, and Support Professionals.
 19. Communicates on behalf of CCSD and collaborates with state and local officials, the media, the public, businesses, civic leaders, and workforce development organizations to build a workforce that meets the needs of CCSD and is reflective of an inclusive community.
 20. Reviews and analyzes relevant data and literature to stay current with trends and developments in recruitment for best practices that could be leveraged to achieve CCSD's staffing goals.
 21. Monitors and evaluates inclusive recruitment and retention efforts throughout CCSD for effectiveness and efficiency; oversees the development and implementation of inclusive recruitment strategies.
 22. Oversees the production and distribution of public communications material that identifies the purpose, goals, and achievements of CCSD's workforce development efforts; including newsletters, news releases, strategic plans, workforce reports, and other relevant public documents.
 23. Approves payroll for the department.
 24. Consults with industry leaders on best practices.
 25. Assesses various aspects of workforce development programs and makes adjustments to ensure continuous improvement.
 26. Implements contractual requirements, processes, and procedures.
 27. Selects, trains, supervises, and evaluates the performance of assigned staff.
 28. Enhances and supports the career goals of incumbent employees.
 29. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of federal and state workforce development and other pertinent legislation, regulations, policies, and procedures.
2. Knowledge of diversity, equity, inclusion, social impact, and human resources.
3. Ability to problem solve and critically think as it pertains to leadership and CCSD best practices.
4. Ability to direct and implement major projects and initiatives; excellent organizational, administrative and project management skills including the ability to assess and diagnose critical areas for attention, develop strategies and translate them into concrete action.
5. Ability in planning, scheduling and allocating resources; reaching logical conclusions; making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences.
6. Effectiveness in using computer technologies to enhance professional learning opportunities and manage departmental functions.
7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
8. Ability to continue one's own lifelong learning to develop talent and leadership skills in others, provide critical feedback, and receive critical feedback in order to maintain high standards for one's self and one's department.
9. Ability to communicate effectively in written and verbal form, with the ability to make clear, persuasive presentations to diverse groups.
10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
11. Ability to represent CCSD in the community through business partnerships and activities.
12. Ability to foster an environment that focuses on quality results while motivating, developing and supporting a diverse staff; encouraging continuous improvement; and working effectively as a member of a diverse team.
13. Possess a sense of vision and projects that involve others in accomplishing goals and solving problems, and interact with diverse employee groups successfully.
14. Possess an understanding of the change process and its relationship to current trends in large urban school districts, and the ability to plan and implement change to improve recruitment and retention efforts.

15. Strong commitment to improving employment and economic opportunities for all members of the community.
 16. Ability to effectively use social media and other relevant communication tools.
 17. Ability to work in a dynamic and rapidly changing environment.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university; or,
An earned bachelor's degree from an accredited college or university; plus, three (3) years of additional experience beyond the minimum requirement below may be substituted for the master's degree and license and certificate requirement; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement, if applicable.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or,
Have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a Nevada school administrative endorsement.
 2. Two (2) years of experience as a contracted administrator in an accredited Pre-K-12 public or private school or including at least two (2) years of experience as a contracted administrator in a related administrative position.
 3. Two (2) or more years of experience in workforce development.
 4. Five (5) or more years of experience working with individuals from diverse backgrounds and communities.
 5. Successful performance in the position held at the time of application.
- OR-**
6. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.

7. Two (2) or more years of experience in workforce development.
8. Five (5) or more years of experience working with individuals from diverse backgrounds and communities.
9. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Master's degree from an accredited college or university in public administration, education administration, communications, human resources, or a related field.
 2. Demonstrated experience within the field of workforce development.
 3. Proven record of accomplishment of collaboration with cross-groups.
 4. Deep analytical abilities, specifically with respect to workforce development.
 5. Experience in the education industry.
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AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 02/21/25
- Created: 10/05/23