

Recruiter

Position Details

Class Code: 0147

Job Family: Administrative/Clerical Secretary

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, this position plays a key role in the operational, technical, and strategic functions that drive our aggressive recruitment campaigns. In addition to using multiple technology platforms, he/she will travel extensively to cultivate relationships with out-of-state institutions of higher education for the purpose of networking, disseminating information, identifying potential teacher candidates, developing student teacher placement partnerships, and sponsoring events that result in 2500+ successful new teacher hires across the Clark County School District, and 400+ new teacher hires directly attributable to the individual's recruitment efforts.

Essential Duties and Responsibilities

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

1. Builds applicant sources by researching and contacting out-of-state community services, higher education institutions, employment agencies, recruiters, media, internet sites, etc.
2. Conducts strategic marketing and communication outreach to increase mass visibility, such as developing social/print media campaigns, selecting appropriate school-specific marketing materials, and/or modifying materials to match specific audiences.

3. Plans, implements, and attends a variety of recruitment events in identified locations nationwide.
4. Creates and facilitates engaging multi-media presentations to a variety of audiences.
5. Builds awareness of the opportunities and benefits of teaching in the District.
6. Identifies, cultivates, and influences diverse top-talent leaders to apply and join the District.
7. Builds and maintains relationships with the community, higher education, and organization leaders, both in-state and out-of-state.
8. Develops and maintains partnerships with out-of-state institutions of higher education to attract and place student teachers and residency teachers in the District.
9. Devises strategies to engage prospects and drive interest in applying to the District and moving to the Las Vegas valley.
10. Tracks and evaluates the effectiveness of individual strategies and the overall recruitment campaign; makes adjustments, as needed.
11. Manages extensive internal and external communications.
12. Communicates (both verbally and in written form) with diverse audiences in engaging and inspiring ways.
13. Collects and analyzes data to make timely decisions, prioritize actions, and prepare reports.
14. Assists in implementing the District's Recruitment Plan.
15. Determines applicant requirements by studying job descriptions and qualifications.
16. Communicates virtually with team members.
17. Arrange for and travel to identified colleges/communities to recruit.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves a significant amount of travel, outreach, and communication with diverse constituents and higher education leaders.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Nevada Department of Education requirements for securing a teaching license in Nevada.
 2. Knowledge of District structures, schools, and communities.
 3. Knowledge of opportunities available in the District and the Las Vegas community.
 4. Ability to exert the leadership and initiative necessary to ensure principals have a high-quality, diverse pool of teacher applicants.
 5. Ability to exercise a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
 6. Ability to multitask and maintain focus/discipline.
 7. Ability to problem solve and facilitate groups.
 8. Ability to work under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines.
 9. Ability to communicate effectively with individuals of various cultural, social, and educational backgrounds, both verbally and in writing.
 10. Ability to prioritize, organize, coordinate, and implement a variety of recruitment activities, projects, and events.
 11. Ability to keep and maintain accurate records.
 12. Ability to collaborate and establish partnerships with the business community, institutions of higher education, and community organizations.
 13. Ability to travel frequently, approximately three (3) weeks each month.
 14. Outgoing and self-motivated with a strong desire to excel.
 15. Proficient computer literacy; skills and in-depth knowledge of data mining and internet research.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Four (4) years of training/experience, or a bachelor's degree from an accredited college/university, in personnel or public/business administration.

3. Two (2) years of successful experience working for a university/college, human resources department, or recruiting firm.
4. One (1) year of increasingly responsible leadership experience within a community organization.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from date printed) issues by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

Preferred Qualifications

Successful recruiting experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. College transcripts from and accredited college or university if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months of date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, schools, and department offices; travel to various communities and institutions of higher education.

Work Environment

Strength

Sedentary/medium - exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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: 06/15/23
- Created: 12/09/14