

Recruiter - Bilingual

Position Details

Class Code: 0148

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

Position Summary

Plays a key role in operational, technical, and strategic functions driving the aggressive recruitment campaigns of the Clark County School District (CCSD). Incumbents will utilize multiple technology platforms along with travel extensively to cultivate relationships with out-of-state higher education institutions to network, provide information, identify potential teacher candidates, develop student teacher placement partnerships, and sponsor events resulting in 2500+ new teacher hires Districtwide, including 400+ hires directly attributable to the incumbent's recruitment efforts.

Essential Duties and Responsibilities

This 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, websites, etc.
2. Conducts strategic marketing along with communication efforts to increase mass visibility, such as social/print media campaigns, school-specific marketing, and materials tailored for specific audiences.
3. Plans, implements, and attends recruitment events nationwide.
4. Creates and facilitates engaging multimedia presentations for various audiences.
5. Builds awareness of the opportunities/benefits of teaching in CCSD and living in Southern Nevada.

6. Identifies, cultivates, and influences diverse top-talent leaders to apply with and join CCSD.
 7. Builds and maintains relationships with communities, higher education institutions, as well as organization leaders in and out of-state.
 8. Develops and maintains partnerships with out-of-state higher education institutions to attract and place student/residency teachers in CCSD.
 9. Devises strategies to engage prospects and drive interest in applying to CCSD and moving to the Las Vegas valley.
 10. Tracks as well as evaluates effectiveness of individual strategies and overall recruitment campaigns; makes adjustments, as needed.
 11. Manages extensive internal and external communications.
 12. Communicates (both verbally and in writing) 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 CCSD's Recruitment Plan.
 15. Determines applicant requirements by studying job descriptions and qualifications.
 16. Communicates virtually with team members.
 17. Arranges for and travels to identified colleges/communities to recruit.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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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 (DOE) requirements for securing a teaching license.
2. Knowledge of CCSD facilities and communities.
3. Knowledge of opportunities available in CCSD 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 along with maintain focus and discipline.
 7. Ability to solve problems 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 (verbally and in writing) with individuals of various cultural, social, and educational backgrounds.
 10. Ability to organize, prioritize, coordinate, and implement recruitment activities, projects, and events.
 11. Ability to maintain accurate records.
 12. Ability to collaborate and establish partnerships with the business community, higher education institutions, and community organizations.
 13. Ability to travel frequently, approximately three (3) weeks per month.
 14. Outgoing and self-motivated personality, with a strong desire to excel.
 15. Proficiency and skills in computing along with an 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 (General Education Development (GED), foreign equivalency, etc.)
2. Bachelor's degree (or four (4) years' coursework) from an accredited college/university in public/business administration, personnel, or a related field;
or,
Four (4) years' training/experience related to the position.
3. Two (2) years' successful work experience at a higher education institution, human resources department, or recruiting firm.
4. One (1) year of increasingly responsible leadership experience in a community organization.
5. Language Proficiency Test - selected candidates will demonstrate conversational proficiency in English and another language, as measured by a CCSD-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.

Preferred Qualifications

Successful recruiting experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/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. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Selected candidates must upload verification of successful language proficiency test completion to their profile.

Examples of Assigned Work Areas

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

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or

over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/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

District-issued/personal vehicles, computers, software, printers, modems, telephones, fax machines, copiers, 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: 10/12/23
- Created: 12/09/14