



Every child. Every opportunity. Every time.

Kalamazoo Public Schools Is Seeking Human Resources Recruiter

**Classification: HR Generalist
Supervisory Technical, Grade 14
\$50,741 - \$56,895
12-month, Full-Time**

OUR MISSION:

Nurture the dreams of all students and empower all students to contribute to a better world.

SCOPE OF RESPONSIBILITIES:

The Human Resources Generalist is the KPS Recruiter for all positions within the district. This role is also responsible for data maintenance and the timely submission of the REP report (Registry of Educational Personnel).

PERFORMANCE RESPONSIBILITIES

Recruitment

1. Develop and implement strategic initiatives for recruiting diverse talent from underrepresented groups for all aspects of the organization, with a primary focus on teachers and school-based administrative positions.
2. Work closely with assigned departments to lead recruitment efforts for vacant positions with the organization.
3. Seek candidates through various sources, including online channels, job fairs, and in-house recruitment events.
4. Work with all management and interview teams to ensure job requirements and expectations are clearly understood and candidates assessed against appropriate criteria.
5. Work with an online tracking system to move candidates through the workflow from recruitment to onboarding.
6. Utilize Frontline's AppliTrack system to its extent.
7. To ensure an efficient and timely recruitment process through all aspects of their onboarding experience, schedule follow-up and one-on-one meetings with respective hiring managers and candidates.

8. Design and update job descriptions for support staff.
9. Develop creative strategies to attract passive candidates.
10. Interview candidates as needed.
11. Screen incoming calls and correspondence.
12. Coordinate with Communications Department in designing marketing materials for recruiting events and activities.
13. Proactively contact qualified applicants, providing a high-touch approach to cultivate top candidates.
14. Provide specific focus on diversity recruitment initiatives.
15. Develop and implement strategic initiatives for recruiting teachers in hard-to-fill areas.
16. Recruit new candidates for employment by attending career fairs, posting on social media, working with community agencies, and attending events. Follows up with candidates to increase applicant pools.
17. Network through Colleges of Education, industry contacts, community partners, association memberships, trade groups, and employees to find and develop qualified active and passive candidates.
18. Maintain documents and records for the district and HR department as needed.

Retention

1. Retention Committee member.
2. Support all retention and recognition programs.
3. Track, analyze, and report support staff turnover (excluding teachers) on annual district and individual turnover (excludes teachers).
4. Work with district staff and building leaders to address high teacher turnover, emphasizing on the exceptionally high turnover from underrepresented groups based on results of data analysis.

Coordinates Registry of Personnel Report (REP)

1. Submit REP report to the Center for Educational Performance and Information (CEPI), including all contracted companies.

Other departmental responsibilities

1. Participate in staff meetings and attend other meetings as necessary.
2. Create job postings for all coaching positions (excluding Men's and Women's Head Football or Basketball Coaches).
3. Provide backup secretarial duties to other administrators/supervisors/secretaries within the Department, including backup coverage of the Front Desk and lunch breaks.
4. Works on special, nonrecurring, and ongoing projects.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Human Resource Management or a related field.
2. Three (3) years of staffing/recruiting experience.
3. High level of confidentiality and accuracy.
4. Excellent written and oral communication skills.
5. Strong work ethic: punctual, excellent attendance record.

DESIRABLE QUALIFICATIONS:

1. Masters Degree in Human Resource Management.
2. Successful experience in a multi-cultural urban educational setting.
3. Experience recruiting in the field of education or similar sector.

Interested applicants should apply online and attach their application to this posting.

Internal candidates should submit a letter of interest and current resume to:

**Human Resources Department
Attn: Sheila Dorsey-Smith
Assistant Superintendent of Human Resources
1220 Howard Street
Kalamazoo, Michigan 49008**

(269) 337-0178 FAX (269) 337-0185

The position will remain posted until filled.

Visit our website <http://www.kpsjobs.com>

Kalamazoo Public Schools is an Equal Opportunity Employer.