



## **TALENT RECRUITMENT, DEVELOPMENT AND RETENTION MANAGER**

**DEPARTMENT:** Human Resources

**UNIT:** Professional and Administrative Exempt

**WAGE:** Compensation is based on the candidate's years of verified and relevant experience, as determined by Human Resources.

**DIRECT SUPERVISOR:** Director of Human Resources

### **GRPS MISSION**

Our mission is to ensure that all scholars are educated, self-directed and productive members of society.

### **HUMAN RESOURCES DEPARTMENT MISSION**

Human Resources, in support of the district's mission, will strive to be a model of efficiency, innovation, exceptional customer service, leadership, and best practices.

### **JOB SUMMARY**

The Talent Recruitment, Development, and Retention Manager provides strategic leadership in the design, implementation, and evaluation of comprehensive talent systems including recruitment, screening, hiring, onboarding, development, and retention to support a high-quality, diverse workforce. This position is responsible for building and sustaining internal and external partnerships to support workforce development, strengthen talent pipelines, and improve retention outcomes in alignment with district goals and scholar achievement priorities.

### **QUALIFICATIONS**

#### **Required Education and Experience:**

- Bachelor's Degree; and three (3) years of staffing/recruiting experience.
- Two years of experience managing staff.
- Demonstrated experience working with Microsoft Office Suite
- Must possess a valid State Driver's License and reliable transportation.

#### **Preferred:**

- Master's Degree
- SHRM Certification
- Experience in staffing/recruitment in an educational setting
- Experience working with PowerSchool HRIS Systems
- Bilingual

#### **Knowledge, Skills, and Abilities:**

- Knowledge of the end-to-end recruitment lifecycle process.
- Knowledge of data mining and internet research.
- Knowledge of current trends in educator recruitment, preparation, and retention.
- Skills in recruiting all levels of the organization from entry level to administrative.
- Skills including Microsoft Office (Word, Excel, Power Point, project manager).
- Skills in leading employment-related projects; project management.

- Skills in the use of social media.
- Ability to communicate effectively, both orally and in writing, and to engage diverse audiences, including candidates, employees, administrators, and stakeholders.
- Ability to apply opportunity-focused practices in hiring, onboarding, and retention systems.
- Ability to travel frequently in state and out of state.
- Ability to maintain the highest levels of confidentiality with all education records in accordance with FERPA.
- Ability to adapt strategies based on workforce data and changing labor market conditions.
- Project and program management skills with ability to manage multiple initiatives simultaneously.
- Proficiency with applicant tracking systems, recruitment platforms, and data reporting tools.

## **ESSENTIAL JOB FUNCTIONS**

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

### **Recruitment**

- Develop, implement, and evaluate strategic recruitment systems to attract and hire diverse, highly qualified candidates, with emphasis on hard-to-fill instructional and school-based leadership positions.
- Partner with district leaders and hiring managers to define job requirements, competencies, and selection criteria aligned with organizational needs.
- Design and manage staffing strategies and recruitment plans to address current and projected workforce needs.
- Establish and maintain recruitment pipelines through partnerships with colleges/universities, community organizations, professional associations, and internal employee networks.
- Conduct outreach to identify and engage both active and passive candidates.
- Coordinate scholar teacher placement programs, including management of agreements, placement quality, and alignment with workforce needs.
- Monitor, analyze, and report recruitment metrics to evaluate effectiveness and inform continuous improvement.
- Ensure compliance with district policies and applicable employment laws.
- Requires ability to attend meetings, recruitment events, and partner engagements, as necessary.
- Conduct onboarding for new hires, including coordination of pre-employment requirements and new hire orientation.
- Work outside standard business hours, including evenings and weekends, as needed.
- Perform other duties as assigned.

### **Development**

- Develop and maintain partnerships with higher education institutions to build educator pipelines that increase representation of underrepresented groups.
- Support internal career pathways for district employees (e.g., paraprofessionals) into certified teaching roles.
- Collaborate with post-secondary partners to expand access to certification, licensure, and educator preparation programs.
- Develop and coordinate scholar-to-teacher pipeline initiatives in partnership with colleges, universities, and district programs.

- Support and guide the development of school-based pipeline initiatives (e.g., youth educator clubs) that promote interest in the education profession among diverse scholar populations.
- Provide professional learning and support for school leaders and staff related to talent development and pipeline initiatives.
- Coordinate and manage district initiatives (e.g., Hire Reach) designed to reduce bias and strengthen hiring and improve retention outcomes.
- Perform other duties as assigned.

### **Retention**

- Develop, implement, and evaluate retention strategies aligned with research-based best practices to support high-performing educators and school leaders.
- Provide guidance and professional development to school leaders on strategies to improve staff retention, with emphasis on retention of educators from underrepresented groups.
- Collect, analyze, and report workforce turnover and retention data at the district and building levels.
- Collaborate with district and building leadership to identify trends and implement targeted retention strategies.
- Utilize data to recommend improvements to recruitment, onboarding, and retention systems.
- Perform other duties as assigned, including those supported through grant funding when applicable.

### **Manager**

- Supervise, and coach Talent Acquisition staff in accordance with district policies and procedures.
- Provide oversight of recruitment operations and ensure efficient and effective workflow processes.
- Lead, coordinate, and oversee departmental planning, prioritization, and execution of talent initiatives.
- Ensure alignment of all recruitment, development, and retention efforts with district strategic goals and priorities.
- Share performance-related and documentation with Director of Human Resources to assist in the evaluation of staff.
- Consistently demonstrate dependable attendance and punctuality.
- Perform other duties as assigned.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### **NON-DISCRIMINATION/ACCOMMODATION ASSISTANCE**

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Assistance with the application process may be requested through the Human Resources Department at (616) 819-2022 or [humanresources@grps.org](mailto:humanresources@grps.org).

### **DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description. The District reserves the right to modify or amend this job description to meet organizational needs.