Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified 3/28/2023

Supervisor, Recruitment

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Human Resources and Talent Development (HRTD) Supervisor for Recruitment is responsible for providing support regarding all aspects of the LCPS recruiting program and strategic goal of cultivating a high performing, diverse team of professionals. The HRTD Supervisor directs the work of the Recruiters and the Recruiting Assistants.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Analyzes the results of recruiting efforts, identifies trends, and develops data reports. Supervises sourcing plan for the Division; coordinates and/or participates in supervising, organizing, and conducting training for Recruiters and assists Hiring Managers in recruiting, interviewing, screening, and making recommendations regarding personnel for employment
- Coordinates and implements the sourcing plan for LCPS recruitment needs in critical areas and uses developed resources to engage in specialized sourcing of highly qualified teacher and other licensed candidates, principals, and some critical needs positions at senior staff level
- Designs and supervises training for hiring managers regarding interviewing, screening, and participation in career fairs
- Supervises related administrative and classified staff
- Serves as a member of Division-wide committees to represent the interests of personnel; serves on committees, task forces, and work groups as assigned
- Coordinates and evaluates LCPS job fair participation, including LCPS-sponsored, college/university, and industry specific job fairs and cultivates those relationships. Monitors yields and makes strategic recommendations for the recruitment budget
- Reviews and assures compliance with Federal, State and other statutes and regulations affecting human resources programs

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in Business Administration, Human Resources or related field; Master's Degree

Experience
Six (6) to seven (7) years of experience in personnel management, recruiting, public school administration, teaching, and staff development training or a related field

Licenses and Certifications
Human Resources Certifications (PHR, SPHR, SHRM-CP, or SHRM-SCP)

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public school administration, human resources administration, and equal employment
- Demonstrated knowledge of computer applications including Word, Excel, PowerPoint, applicant tracking technology, etc.
- Strong written and verbal communication skills and a preference for detail
- Demonstrated the professional and personal characteristics necessary for working effectively with school personnel and within the community
- Demonstrated the ability to work successfully in a fast-paced, high volume work environment
- Ability to work independently without close supervision, prioritize work effectively and utilize time management skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.