



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Director of Talent Acquisition & Retention** FLSA Status: **Exempt**  
Job Family: **Administrative** Pay Range: **H**  
Prepared/Revised Date: **August 1, 2022** Job Code: **10318**  
Days: **260**

**SUMMARY:** Plan, coordinate, and evaluate the development of talent acquisition strategies, including sourcing, recruitment, and selection. Lead the development of talent pipelines, employee recruitment, retention, and engagement to ensure a talented and effective workforce. Advocate in developing and implementing diversity, equity, and inclusion strategies as it relates to talent acquisition. Oversee the branding and promotion of the employee recruitment process including position announcements, advertising, communications, and marketing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Provide strategic guidance and lead the development for all PSD talent acquisition efforts with the talent team that will enhance PSD's position as an employer of choice. Plan/schedule talent acquisition efforts; manage/disseminate annual hiring events calendar; manage internal/external hiring fairs. Ensure compliance with all legal aspects of the talent acquisition process.
2. Establish measurable performance goals for PSD's talent acquisition activities. Monitor and report against key metrics to drive continuous improvement of services provided to identify, attract, and retain top talent.
3. Lead strategic outreach and communication efforts related to talent acquisition and retention efforts. Coordinate the direction and strategy of print, digital publications, and social media strategy for recruitment and retention efforts that promote and enhance the PSD brand.
4. Design best-in-class workflows, process, and systems that deliver equitable and diversity-focused recruitment strategies that align with District's core mission, vision, and values for all employees. Oversee internal and external diversity trends, develop, and implement best practices for recruitment, retention, and support of a diverse and culturally responsive workforce.
5. Build and maintain relationships with institutions of higher education, professional organizations, and associations (local and nationally) and district departments to ensure the development of talent pipelines for seasonal/temporary, classified, licensed, professional, and administrative staff, including the coordination of recruiting and onboarding student teachers, interns, and practicum candidates. Oversee and manage affiliation agreements with partners.
6. Provide ongoing supervision, development, coaching, mentoring, and learning experiences for the talent team. Lead talent team meetings and one-on-one meetings with team members.
7. Manage and oversee the recruitment budget. Propose annual budget and maintain fiscal tracking throughout the year.
8. Attend work and arrive in a timely manner.
9. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in Communications, Marketing, Business, Human Resources, or related field preferred.
- Five years of experience in human resources, communications, marketing, talent acquisition or recruitment preferred.



- Demonstrated experience implementing innovative process in a high-volume recruiting environment.
- Demonstrated experience developing and implement TA strategies and plans in education industries.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred.
- Criminal background check required for hire.
- Ability to travel nationally and among district locations.
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of employment laws and human resources policies, procedures, and practices.
- Knowledge of professional recruitment of staff and developing short- and long-term talent acquisition strategies and plans.
- Critical thinking, problem-solving and analytical skills.
- Oral and written communication skills.
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department.
- Ability to manage multiple priorities.
- Ability to build and maintain relationships with key stakeholders.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced knowledge of and experience with Microsoft Office products, and/or other department software packages including project management systems and Adobe Creative Suite products.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Chief Human Resources Officer	
<b>Direct reports:</b>	Talent Acquisition Manager	1
	Human Resources Technician II	1
	Student Interns	1-3

- Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feed	x			
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x	x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate				x
Instruct		x		
Compute		x		
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	