



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Mentoring, Recruitment & Onboarding Specialist** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS55H**
 Prepared/Revised Date: **April 23, 2018** Job Code: **50208**

SUMMARY: Provide program support to the Poudre School District Mentoring, Recruitment, and On-boarding Programs through managing communications, social media, websites, coordinating events, publishing materials, providing support to program participants, assisting with training, and tracking and evaluating the effectiveness of individual program strategies. Work on special projects as assigned and support the PSD Mentoring Program Coordinator and Human Resources Directors.

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	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinate, write, edit and produce professionally designed print and electronic materials for recruitment, onboarding, retention, recognition, and mentoring program publications including brochures, guides, flyers, mailings, social media, websites, and branding materials; coordinate with internal departments to review and update content; design press-ready documents and graphics using Adobe Creative Suite; ensure designs meet PSD brand standards; coordinate with external vendors to produce publications and materials; manage distribution of district-wide publications such as the New Educator Brochure to schools and departments.	D	20%
2. Develop and manage technologies related to Mentoring Program operations, including Google Classroom, Google Sites, and other digital forms, schedules, documents and materials; coordinate with PSD technology departments to ensure technology used is current and in-line with district standards; provide technical support to program participants.	D	15%
3. Assist in the development and implementation of the District's talent management efforts including recruitment, onboarding, and retention of staff. Assist with planning and scheduling recruitment efforts including arranging for travel and registering recruiters for job fairs.	W	10%
4. Assist in generating and delivering professional development to new teachers and special service providers in support of the PSD Standards-Based Teaching and Learning Framework; research methods and best practices from peer districts; under the direction of the Coordinator, provide direct support to teachers; film teacher lessons to be used in teacher trainings, disseminate resources, and support teacher leaders in the Mentoring Program.	W	7%
5. Coordinate, write, design and distribute digital communications to internal and external stakeholders; develop content for the Mentoring Program's e-newsletter and other talent management email communications; design and distribute HTML email campaigns through external service provider; maintain accurate distribution lists; manage Mentoring and Recruitment Programs social media communities including Facebook, Instagram, Twitter, and LinkedIn; update PSD Mentoring and Recruitment web pages. Manage advertisement of specific jobs using social media and career websites such as Indeed and craigslist.	W	13%



6. Prepare, monitor, and reconcile Mentoring Program budget; process restricted checks, perform budget entries and run financial reports; manage distribution of annual stipends to all paid program participants.	W	5%
7. Maintain accurate program records; manage Mentoring Program Partnership Database in FileMaker; track, collect and review program feedback; prepare statistical reports for district use; present data to internal constituents and the Mentoring Advisory Board. Prepare external data for the Colorado Department of Education.	W	10%
8. Coordinate events including the annual Educator Orientation Welcome and Information Fair, PSD Hiring and Recruitment Fairs, PSD Retirement Recognition; prepare event materials, promote/advertise event, reserve spaces and confirm personnel; communicate dates, deadlines and other important information to event attendees; gather and review attendee feedback.	M	5%
9. Track and evaluate the effectiveness of individual talent management programs by obtaining feedback from participants.	M	5%
10. Work on special projects as assigned, including working collaboratively with the mentor coordinator to develop a district wide staff recognition program	A	5%
11. Attend work and arrive in a timely manner.	Ongoing	3%
12. Perform other duties as assigned.		2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Communications, Marketing, Advertising or related field
- More than three years of experience in communications, marketing, advertising, or program development
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Public relations and customer service skills
- Critical thinking and problem-solving skills
- Organizational and project management skills
- Bilingual oral and written communication skills preferred
- Knowledge of social media, Google analytics and email marketing platforms
- Knowledge of contemporary design theory and the ability to view design from a marketing perspective
- Knowledge of print and electronic materials, including social media and websites as integrated strategically into marketing plans.
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to pay attention to detail
- 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 operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Advanced operating knowledge of FileMaker or similar database/personnel management software
- Advanced knowledge of digital photography and videography, web/internet, and presentation software required
- Advanced knowledge of Adobe Creative Suite including InDesign, Illustrator, and Illustrator Photoshop required
- Advanced knowledge of Google Apps for Education, Google Docs and Google Drive
- Operating knowledge of HTML email design and email service providers preferred
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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		
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	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

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