



Openings as of 12/12/2022

Talent Acquisition and Recruitment Specialist, 8.0 hrs/day, (1.0 FTE), Full Time, Perm (Confidential Position)

JobID: 9117

Position Type:

Confidential/Non-Represented/Recruiter

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

12/7/2022

Location:

Human Resources

Date Available:

As Soon As Possible

Closing Date:

1/13/2023 or until filled

Talent Acquisition and Recruitment Specialist, 8.0 hrs/day, (1.0 FTE), Full Time, Permanent (Confidential Position)

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

The North Clackamas School District strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster equity and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application. Preference will be given to those applicants with work or lived experience with culturally, linguistically and racially diverse communities.

POSITION SUMMARY:

This Talent Acquisition & Recruitment Specialist position is responsible for interviewing, testing, and hiring applicants for specialized licensed and classified positions. The Recruiter must possess considerable skill in sourcing and interviewing techniques, should be able to develop long-term recruiting strategies and develop trusting relationships with candidates. The recruiter must have extensive knowledge of personnel policy and procedures and federal and state laws regarding employment practices.

COMPENSATION:

SALARY - Effective July 1, 2022: \$64,066 - \$81,728, based on 260 work days; actual salary prorated to days worked.

- Exceptional full family medical insurance (Plan V includes a \$1,500 [single] or \$3,000 [family] district-paid HRA), paid vacation (up to twenty days per year), quality retirement plan, ten paid holidays, professional development funds available, sick leave (12 days per year/can accumulate) and other personal paid leave.

Retirement Plan Contributions

North Clackamas School District participates in the Oregon Public Employee Retirement System (PERS and OPSRP) on behalf of its employees. The district contributes the employer portion; there is also a mandatory employee portion. Upon eligibility, which is defined as working at least six full calendar months in a qualifying position, the employee is required to contribute 6% as their employee portion, via payroll deduction. Part-time employees working at least six months and 600 hours in a calendar year will qualify.

SCHEDULE: TBD, depending on department needs

WORK CALENDAR: 260 days

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in human resources management, business, public administration, and/or other related fields; or Associate's Degree or equivalent and two years of progressively responsible human resources management experience.
- Experience in recruiting.
- Familiarity with social media, resume databases and professional networks.
- Knowledge of Applicant Tracking Systems (ATSs).

DESIRED QUALIFICATIONS:

- Full-cycle recruiter experience.
- Working in a K-12 education setting.
- SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential or Professional Human Capital Leader in Education (pHCLE) certification.
- Bilingual preferred.

MAJOR DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Complete a quarterly recruitment strategic plan report which will include an online presence, involve community marketing, creative new methods to recruit applicants to fill open positions.
2. Report bi-annually on the results of recruitment strategies that have been implemented and impact they have had on reducing the number of open positions.
3. Developing and conducting recruitment outreach.
4. Process job requisitions and coordinate with hiring manager(s) to determine best recruiting process for position(s).
5. Plan interview and selection procedures, including screening calls, assessments and in-person and virtual interviews.
6. Coordinate appropriate employment testing and conducts employment verifications as needed.
7. Makes independent decisions in hiring Substitutes and others as may be assigned.
8. Plan, organize and attend job fairs and recruitment events.
9. Extend verbal and written contingent job offers as assigned.
10. Coordinate background checks and new-hire drug testing, as applicable.
11. Conduct orientations and on-boarding for new employees.
12. Follow up with completing of employment forms, notifying the school/department and Human Resources of the employee's starting date and the requisition the employee is filling, etc.
13. Complete weekly report on recruitment activity.
14. Valid Oregon driver's license.
15. Supervise staff as needed.
16. Other duties as assigned.

Performs other duties as assigned.

Please refer to the job descriptions for detailed information.

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status. The following position has been designated to handle inquiries regarding discrimination: Michelle Riddell, Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222, 503.353.6000.

For employment related information, please go to our Human Resources employment page at <https://www.nclack.k12.or.us/hr/page/careers-ncsd>

As a condition of employment, you must be fully vaccinated against COVID-19. "Fully vaccinated" is defined as 14 days after receiving all required doses of an approved COVID-19 vaccine (currently two shots of Pfizer or Moderna vaccine, or one shot of Johnson & Johnson vaccine). You must provide proof of COVID-19 vaccination. Exceptions may be made only for eligible medical or religious reasons. OAR 333-019-

1030.

Attachment(s):

- [2022-23_260_day_classified_calendar.pdf](#)
- [Talent Aquisition & Recruitment Specialist for.HR.12.2022.pdf](#)

Powered by applicant tracking, a product of Frontline Education.