



Assistant Human Resources Officer, Administrative Services, Recruitment, Talent Acquisition Teams (TAT), and Substitute Services

Position Details

Job Code: U7383

Reference Code: A303

Division: Human Resources

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible and accountable for supporting the Chief Human Resources Officer in leading, managing, and supervising Human Capital Management (HCM) functions related to administrative, licensed, and support professional recruitment and talent acquisition for the Clark County School District (CCSD) which includes advertising, background selection, placement, onboarding, career progression, and applicant/employee records. This position will have ultimate oversight responsibilities of the CCSD Recruitment Unit, inclusive of managing and monitoring of CCSD's recruitment plan, metrics, goals and oversight responsibilities for CCSD's Substitute Services Unit. This position is directly responsible to the Chief Human Resources Officer, Human Resources Division (HRD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads the advertising, background checks, placement, surplus reassignment, and licensure of licensed staff for CCSD departments, elementary, secondary, alternative, and special schools.
2. Leads the advertising, background checks, selection, assignment, surplus reassignment, and placement of support professionals and school police employees to maximize the service and streamline responsiveness to CCSD regions, divisions, schools, and worksites.
3. Leads the advertising, background checks, appointment, and reassignment of in-district and out-of-district candidates for administrative and professional-technical positions.
4. Develops the succession plan for all CCSD employees/job families.
5. Ensures compliance with labor laws in general and Human Resources-related state and federal laws, state administrative codes, federal regulations, and CCSD policies and regulations.
6. May assist with contract negotiations with the professional associations representing CCSD's five (5) employee groups: Licensed Professionals, Support Professionals, Administrative and Professional-Technical Professionals, and School Police Services.
7. Provides human resources-related data, reports, and testimony, as needed, in support of CCSD involvement in compliance measures and legislative actions at both the state and national levels.
8. Provides technical expertise and assistance to others throughout and outside CCSD.
9. Oversees the development and administration of the annual budget for the division.
10. Maintains realistic and cost-effective solutions to the complex challenges of staffing qualified personnel in critical needs areas such as special education; secondary math, science, and English; substitute teachers, support professionals, and other licensed personnel.
11. Implements CCSD's vision of exceptional customer service in support of student achievement throughout the department.
12. Supervises the activities of assigned functions.
13. Coordinates employee assignments to maximize service and streamline responsiveness to regions, divisions, schools, work sites, and outside agencies.

14. Understands and ensures implementation of federal and state legislation and CCSD policies and regulations related to hiring.
 15. Serves as a resource for the CCSD's negotiation team(s).
 16. Monitors and manages CCSD's recruitment plan, metrics, and goals.
 17. Utilizes and analyzes data for planning in order to provide information and report progress along with needs to plan and execute necessary actions concerning recruitment, retention, and professional learning for all employee groups.
 18. Communicates with principals and CCSD administrators to meet the cultural diversity goals of CCSD and support districtwide goals and initiatives related to maintaining a diverse workforce.
 19. Oversees pre-service and first-year employee induction and development functions.
 20. Ensures appropriate numbers of effective teachers and principals are recruited and placed in high-need schools.
 21. Collaborates with CCSD and region administration, schools, and community-based agencies to generate a pool of highly-qualified diverse applicants.
 22. Oversees and monitors the development along with the implementation of division policies and procedures so that effective talent is acquired, strategically placed, and equitably distributed in schools/departments.
 23. Compiles, analyzes and interprets data necessary to inform recruitment strategies and professional learning areas of emphasis.
 24. Oversees and modifies practices for recruiting/hiring diverse candidates through data collection and analysis and uses this data to implement process improvements.
 25. Collaborates with the Chief Human Resources Officer and Assistant Human Resources Officers in implementing CCSD's vision of continuous review and improvement processes and procedures throughout the division.
 26. Performs other duties related to the position, as assigned.
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Position Expectations

1. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
2. Ability to direct and implement major projects and initiatives; excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into timely and effective action steps.

3. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
4. Analytical skills for reviewing information, identifying important issues and formulating alternative solutions to problems in the area of responsibility.
5. Demonstrates excellent interpersonal skills using tact, patience, and courtesy.
6. Exemplifies integrity, candor, and high ethical conduct.
7. Possesses a sense of vision and projects that sense while including others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
8. Possess an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement timely and effective change to improve student learning.
9. Ability to think and function logically in a multi-tasking environment.
10. Ability to analyze business processes in order to provide recommendations for improvements that achieve expected ends/results.
11. Ability to plan, schedule, and allocate resources, reach logical conclusions make high-quality decisions using appropriate decision-making processes, and accept responsibility for actions and consequences.
12. Ability to exercise diplomacy, good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
13. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and the division.
14. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
15. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin, with an active commitment to equal opportunity for all students and staff.
16. Ability to represent CCSD in the community through business partnerships and activities.
17. Ability to maintain the confidentiality of information.
18. Ability to recognize and report hazards and apply safe work methods.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university.

Licenses and Certifications

A valid driver's license.

Experience

1. Demonstrated progressively increasing levels of responsibility and accomplished success working with and through people in establishing goals, objectives, and action plans to achieve results.
2. Demonstrate ability to implement change through data-driven decision-making.
3. Project Management experience.
4. Satisfactory service in corresponding or related positions or three (3) years of successful supervisory experience related to the administrative position.
5. Successful performance in the position held at time of application.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Knowledge of and five (5) years' experience with large educational systems/entities or public sector/government-related business technologies related to HR functions.
3. Experience working with Human Resources.
4. The Society for Human Resource Management (SHRM) Certification.
5. A minimum of seven (7) years of experience working in a K-12 environment.
6. A minimum of three (3) years of K-12 site administrator experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/02/24
- Created: 06/02/23