

Director II, School and Department – Talent Acquisition Team Support

Position Details

Job Code: U7101

Reference Code: A119

Division/Unit: Human Resources

Classification: Professional-Technical and/or Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will work closely with principals and department leaders and assists region and assistant/associate superintendents, school associate superintendents, and other Clark County School District administrators in providing support to schools and departments for all of their talent acquisition services and needs. This position is directly responsible to the Deputy 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. Serves as a strategic partner with principals and departments to source and match candidates unique to the specific school, community, and department.
2. Identifies school and department talent acquisition needs based on objective criteria and data and provides outreach to principals and department leaders to develop solutions.
3. Assists principals and department leaders in resolving talent acquisition issues; consults and advises administrators on a wide variety of sensitive talent

- acquisition issues for the purpose of assisting in effective decision-making and enforcing all relevant policies, procedures, and regulations.
4. Serves as the main HRD contact for principals and department leaders; serve as a liaison between the principal/department leader and other HRD functions and departments; and receive human resources-related concerns and complaints and works to resolve problems.
 5. Works with principals and department leaders to manage, monitor, and adjust staffing allocations for schools and departments.
 6. Oversees the problem-solving of principal and department leader issues/concerns related to employee performance, employee compensation, contracts, and records management.
 7. Serves as a HRD expert for process-related issues with regard to evaluation, appraisal, and job performance.
 8. Ensures principals and department leaders comply with labor laws in general and human resources-related state and federal laws, state administrative codes, federal regulations, and District policies and regulations.
 9. Assists principals and department leaders to identify best-practice procedures related to recruitment, selection, induction, support, and evaluation of staff at the site and department level.
 10. Assists HRD administrators with special talent acquisition projects designed to improve the quality of the selection, evaluation, and support of employees.
 11. Manages and monitors the reassignment and/or reduction of employees due to staffing/budget adjustments, and assists principals and department leaders to implement and develop reduction plans at the site and departmental level.
 12. Manages and monitors the processing of requisitions for procuring and staffing new positions.
 13. Serves on school and department personnel interview teams, as necessary.
 14. Collaborates with strategic budget office to ensure alignment with staffing and budget at each school.
 15. Facilitates and coordinates the onboarding process for new hires.
 16. Assists schools and departments in the marketing, messaging, and advertising to attract more diverse, high quality candidates.
 17. Ensures candidates who are recommended for hire meet minimum qualifications, and have valid certifications, and have cleared a background check.
 18. Serves as a liaison to various outside entities (i.e., Nevada Department of Education (NDE), Clark County Education Association (CCEA), Education Support Employees Association (ESEA), etc.).
 19. Partners with teacher preparation programs (i.e., Teach for America, colleges, universities, etc.), to increase the teacher pipeline and fill vacancies.

20. Collaborates with contracts and compensation department to ensure accuracy of salary placement and/or incentives.
 21. Ensures federal and state reports are completed and submitted (i.e., class size reductions, equitable distribution of teachers, critical labor shortage, Nevada State Coding, Nevada Exception Report, etc.).
 22. Analyzes and presents trend data for schools and departments to assist in talent acquisition needs.
 23. Serves as a resource for existing employees for questions related to transferring, promotions, placements, employment verifications, etc.
 24. Maintains electronic personnel files for all employees.
 25. Selects, trains, supervises, and evaluates the performance of assigned staff.
 26. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to both 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 concrete action.
2. 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.
3. Possess a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. An understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school District.
8. 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 one's school.

9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent the school District in the community through business partnerships and activities.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in human resources management, business, public administration or a closely related field; or, A bachelor's degree from an accredited college or university plus three (3) years of additional experience beyond the minimum requirement below can be substituted for the masters' degree and license and certificate requirement; or, Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Minimum of five (5) years successful experience in a human resources administrative position, a school-based administrative position, a labor-relations administrative position, or a combination thereof.
3. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.

4. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.
5. Successful performance in the position held at time of application.

-OR-

6. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
7. Minimum of five (5) years successful experience in a human resources administrative position, a school-based administrative position, a labor-relations administrative position, or a combination thereof.
8. Excellent public relations skills and experience working cooperatively with members and constituents of the school community.
9. Demonstrated experience in administering and interpreting human resources-related programs in conformity with board policies, budget constraints, and established personnel practices.
10. Successful performance in the position held at time of application.

Preferred Qualifications

None specified.

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

AA/EOE Statement

The 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, or 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: 04/14/22
- Created: 08/30/17