

JOB DESCRIPTION Clackamas ESD

POSITION TITLE: Diversity Recruitment and Inclusion Coordinator

DEPARTMENT: Human Resources

SUPERVISED BY: Human Resources Director

ASSOCIATION: Non-represented (Pay Range 4)

WORK YEAR: 220 days

GENERAL DESCRIPTION OF THE POSITION:

The Diversity Recruitment and Inclusion Coordinator builds strong relationships with community, business partners and staff to strengthen and continue to diversify Clackamas ESD's workforce. The Coordinator collaborates in developing and implementing a pipeline of employee talent from generating interest for working in education to supporting employee development and resiliency. The Coordinator is responsible for the design and implementation of strategic initiatives and processes for recruiting and retaining diverse talent that reflects the students CESD serves.

ESSENTIAL FUNCTIONS:

Recruitment

1. Takes the lead in developing sustainable strategies to build and maintain a diverse workforce, including utilizing digital and other media resources, attending job fairs and other recruitment events, developing networks with community and staff, and developing other strategic recruitment partners and outlets.
2. Increases and maintains a high level of diversity in the candidate pool for each vacancy.
3. Collaborates with the Communications department staff for consistent and impactful outreach messaging using multiple media platforms including social media.
4. Works with partner districts and CESD staff in developing work opportunities in education as part of partner districts' career technical education tracks for high school students.
5. Uses metrics to track progress in recruitment and retention.

Hiring Process

1. Assists in developing and coordinating a supportive and accessible hiring experience for all candidates.
2. Works with Equity staff in developing and maintaining a hiring process that is culturally sustainable and that identifies and minimizes implicit bias.
3. Partners with hiring managers to identify needs, screen applicants and develop interview pools.
4. Facilitates the hiring process to provide support for candidates and work with hiring managers and interview teams to assure best practices and fidelity in the process.
5. Organizes and orchestrates the timing and flow of ongoing hiring in collaboration with hiring managers and participating staff.

Onboarding and Novice Staff Support

1. Facilitates coordination between HR, position supervisors and new employees to ensure a supportive onboarding experience.
2. Develops an individualized onboarding plan for new staff.
3. Follows up with new employees for three and six month check-ins.
4. Responsible for planning and delivery of a strategic onboarding plan.
5. Supports needs of new teachers and other staff by analyzing cohort retention data and aggregate evaluation data to better inform personal support and professional development efforts.
6. Monitors and collaborates in mentorship efforts at Clackamas ESD and throughout the county.

Staff Development

1. Acts as a catalyst in programs designed to develop classified staff into certified staff at Clackamas ESD and throughout the county.
2. Develops and promotes pathways to certification for existing classified staff and guides individuals through the process to enter and successfully complete educator preparation programs.
3. Develops and maintains strong relationships with regional higher education partners including all regional educator preparation programs.
4. Works with Teaching and Learning to advance teacher leader opportunities throughout the county.
5. Develops a detailed knowledge of the Clackamas ESD workforce to contribute to succession planning through an awareness of staff knowledge, skills, abilities and experience.
6. Helps facilitate promotional opportunities and career ladder pathways for staff.

Staff Retention

1. Collaborates with equity focused staff to create a welcoming and supportive environment for all CESD employees.
2. Orchestrates affinity groups such as Colleagues of Color in coordination with other similar groups in the county.
3. Reaches out to Clackamas ESD staff spread across the county and periodically attend classroom team meetings and department team meetings to help build and sustain a positive work culture.
4. Shares leadership in the Clackamas ESD Wellness Committee and participates in the planning and implementation of wellness activities throughout the year.
5. Develops creative ideas to promote self-care and burnout prevention through activities that may focus on mindfulness, clubs, work site improvements, social events, off-site activities and similar programs that build community and individual resiliency for staff.
6. Conducts other work that promotes the physical, mental and financial health of staff throughout the organization.
7. Participates in the Clackamas ESD Safety Committee.
8. Explores and recommends other retention strategies to meet the needs of diverse new hires.
9. Conducts exit interviews to determine trends and specific issues to be addressed.

ADDITIONAL FUNCTIONS:

1. Performs other duties as may be assigned.
2. Follows and supports ESD policies and procedures.
3. Works collaboratively and cooperatively with internal and external partners.

4. Represents Clackamas ESD by embodying the mission, vision and values of the organization.
5. Travels during the workday and on occasion stay overnight to attend recruitment events. (Compensation for mileage, food and lodging provided.)
6. Occasionally works beyond the normal workday.
7. Maintains regular attendance at work and District activities and demonstrates punctuality regarding deadlines.
8. Displays creativity and vision in recommending new tactics and strategies.
9. Expands and updates job knowledge through educational opportunities and professional reading.

MINIMUM QUALIFICATIONS:

1. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. At least five (5) years relevant work experience, or a Bachelor' degree - in focus area of position (e.g. Education, Marketing, Human Resources, Communication, Health and Wellness).
3. Recent experience in recruitment of diverse workforce.
4. Familiarity with equity initiatives within an organization.
5. Written and oral communication skills sufficient to perform essential functions.
6. Demonstrated ability to make decisions independently and use initiative to accomplish complex assignments with general instruction and guidance.
7. Demonstrated ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy.
8. Demonstrated ability to organize time and other resources to perform multiple tasks simultaneously.
9. Demonstrated ability to complete work accurately and in a timely manner with attention to detail.
10. Demonstrated ability to work well with others and to provide effective team leadership.
11. Computer proficient in word processing as well as database and/or spreadsheet applications.
12. Physical and mental attributes sufficient to perform essential functions.
13. Valid driver's license.

PREFERRED QUALIFICATIONS:

1. Master's degree in Education, Communications, Marketing or related field.
2. Qualitative and/or quantitative research experience.
3. Experience working in a classroom or education related work environment.

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

- | | | | | |
|------------------|--|--|--|--|
| Bend: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Climb: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
| Crawl: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
| Drive: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Kneel: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Lift: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Reach: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| (above shoulder) | | | | |
| Sit: | <input checked="" type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Squat: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Stand: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Twist: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Walk: | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

2. Employee may use hands for:

- | | | | | |
|-------------------|---------------------------------------|--|--|-------------------------------------|
| Single Grasping | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Pushing & Pulling | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Fine Manipulation | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

3. Employee may use wrists for:

- | | | | | |
|------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|
| Twisting/turning | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
|------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|

4. Employee may use feet for repetitive movement as in operating foot controls:

- | | | | |
|---------------------------------------|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
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5. Lifting:

- Sedentary Work:** Lifting ten pounds maximum and occasionally lifting and/or carrying articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only

occasionally and other sedentary criteria are met.

Job No. AH203

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____