



## **DIRECTOR OF HUMAN RESOURCES – CERTIFICATED RECRUITMENT AND TALENT ACQUISITION**

### **Human Resources Lake Washington School District**

**SUMMARY:** The Director of Certificated Recruitment & Talent Acquisition provides strategic leadership and management of the District's full life cycle recruiting functions, strategies, and procedures for all certificated positions. Critical to achieving excellent hiring outcomes, is the ability to build strong relationships and deliver results in a rapidly and constantly evolving environment. The Director will partner with the Office of Equity to embed a deep understanding of recruitment and retention strategies related to attracting a diverse educational team toward furthering LWSD's efforts to engage and retain a workforce that mirrors student demographics. The efforts of the Director will be key to positioning LWSD as an employer of choice where staff of all backgrounds thrive. This position reports to the Assistant Superintendent of Human Resources and supervises HR staff as assigned.

**SALARY:** \$167,069 per year, 261 days. This is an exempt position. Full benefit package available.

#### **ESSENTIAL JOB FUNCTIONS:**

- Partner with the Director of Classified Recruitment and Talent Acquisition to develop consistent, equitable recruitment and hiring practices which support the district's goals of hiring outstanding, highly qualified staff members.
- Develop, initiate and maintain effective protocols and processes that promote diversity in the workplace and ensure recruiting strategies to attract diverse candidates.
- Develop appropriate marketing strategies, define roles and responsibilities of hiring team, to develop and fully leverage certificated employment opportunities.
- Establish collaborative relationships with universities and teacher preparation programs and provide career readiness support to student teachers.
- Partner with Professional Learning to develop eLearning modules for New Employee Orientation, providing subject-matter expertise related to HR policies and procedures.
- Evaluate and update job descriptions to maintain accurate reflection of duties and responsibilities.
- Collaborate with hiring managers across buildings and departments to optimize hiring timelines; evaluate the efficacy of hiring efforts; promote strategies and processes which would improve hiring; and streamline onboarding processes.
- Develop training regarding appropriate certificated interview questions compliant with state and federal law and aimed at maximizing effectiveness of candidate evaluation.
- Collect, analyze and present data regarding District recruitment efforts and the effectiveness of such efforts.
- Manage full life cycle recruitment, including posting positions, sourcing candidates, prescreening, scheduling interviews, background checks, checking references, creating offer letters, and onboarding new hires.
- Serve as a point of contact with hiring managers to evaluate, develop, and refine effective sourcing and recruitment strategies.
- Develop and maintain general familiarity with immigration and re-certification process and responds to inquiries related to immigration and re-certification.
- Hire, supervise, train, and evaluate assigned staff.
- Organize and attend recruitment events.
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of laws and legal standards pertaining to recruitment and hiring practices.
- Knowledge and a point of view about hiring analytics, talent strategy and organizational change
- Knowledge of current and emerging recruiting practices, principles, applications and methods, including interviewing and assessment skills.
- Knowledge of effective supervisory methods and practices, including performance appraisal of staff.
- Experience leading diversity programs and/or hiring initiatives.
- Ability to coordinate large projects with multiple activities and diverse participants.
- Ability to communicate clearly both orally and in writing.
- Ability to make effective presentations and produce high quality reports, draft policies and procedures and produce publications.
- Ability to promote a team environment
- Ability to analyze and synthesize complex data.
- Ability to establish and maintain effective working relationships with individuals in a variety of roles and positions
- Ability to maintain confidentiality.
- Skills in critical thinking, mediation and creative problem solving.
- Ability to use various business computer applications proficiently (e.g. word processing, spreadsheets, data bases, e-mail, internet browser, Microsoft Office Suite, ACCESS).
- Demonstrated ability to work with employees having performance or conduct problems.
- Demonstrated flexibility, resourcefulness, and tolerance of ambiguity with a high degree of organizational awareness & leadership acumen.
- Demonstrated ability to analyze the performance of the department's existent recruiting strategies and procedures, identifying areas for improvement, availing solutions, and further developing new and improved strategies.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelors' degree is required.
- Experience working in recruitment, education, or related field is required.
- Five years' experience at a managerial level, or experience that provides the applicant with the knowledge, skills and ability required to perform the work, is required.
- Preference will be given to candidates who have experience working in employee relations or human resources functions in a public education setting.

**WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, reaching, carrying, pushing and/or pulling; some walking; frequent bending and keyboarding. Generally, the job requires 40% sitting, 30% walking and 30% standing. The job is performed with the majority of time spent indoors and under minimal temperature variations.

**Note:**

Recruitment and application review supported by Human Capital Enterprises.

**Immigration Reform and Control Act Requirement:**

All new employees are required by law to submit documentation to Human Resources proving eligibility to work in the USA by completing an employment eligibility form within three days of employment.

**Applicant Disclosure Statement:**

Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Human Resources at the time of application.

**Background Check on Recommended Candidate:**

Human Resources will also make a reference check inquiry on recommended candidates. All school employees are required to pass a Criminal Justice Fingerprint Clearance.



The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Human Resources  
16250 NE 74th Street  
Redmond Washington, 98052  
(425) 936-1266

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE**