



Pittsburgh
Public Schools

EXCELLENCE
FOR ALL

The Pathway to the Promise.™

Pittsburgh Public Schools

**We Dream Big.
We Work Hard.
We Promise.**

**Recruiting Coordinator
Office of Recruiting & Staffing
1 Position Available**

Recruiting Coordinator

Office of Recruiting & Staffing

Reports to: Director Recruiting & Staffing
Posting Date: September 30, 2009 – until position filled
Residency: City of Pittsburgh Residency Required
FLSA Status: Exempt
Work Year: 12 Months
Salary Plan: Support Exempt Salary Schedule, Level 1 (\$48,542)

Position Summary:

The Recruiting Coordinator is responsible for setting and implementing recruiting strategies, ensuring District hiring needs are met, managing sourcing relationships and strategically managing the eligibility list. The Recruiting Coordinator will play a central role in ensuring we are hiring the best possible talent.

Qualifications:

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. We are a hard working team focused on results and expect the pursuit of excellence in all aspects of the organization. In addition, we are seeking candidates with:

- Excellent customer service, sales and relationship building skills
- The ability to source, screen, network, interview and recommend prospective candidates for employment
- The ability to build relationships with external recruiting sources
- Proficiency with commonly used office technology tools: MS Word, Excel, PowerPoint and proficiency / willingness to learn HRIS systems.
- The ability to stay organized and prioritize multiple tasks without compromising quality or service.
- Ability to innovate and think creatively.
- Ability to make informed decisions, and to determine and produce appropriate metrics for the work.
- Commitment to using technology solutions and continuous improvement of processes.
- Bachelor's degree required.
- At least two years of experience with recruiting and staffing, job development, employer outreach or related experience

Essential Responsibilities:

1. Works with the Director to develop and execute recruiting strategies
2. Actively manages the District's eligibility lists and proactively develops a pool of qualified candidates in advance of need

3. Networks through University/College contacts, association memberships, trade groups and employees
4. Reviews applicants to evaluate if they meet position requirements; screens and interviews candidates for positions
5. Attends career fairs for recruiting and District recognition
6. Collaborates with Marketing & Communications on the preparation of candidate marketing materials and mailings
7. Coordinates and implements college recruiting initiatives
8. Conducts regular follow-up meetings with managers to determine the effectiveness of recruiting plans and implementation
9. Maintains regular contact with possible future candidates
10. Researches and recommends new sources for active and passive candidate recruiting
11. Additional duties and responsibilities as assigned by the Director of Recruiting and Staffing

Work Environment:

Employees of the Pittsburgh Public Schools engage in the extremely important and fulfilling job of educating students in the City of Pittsburgh. Employees must believe in, value and be committed to the educability of all; must promote the school and district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in a high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position.

- Work in close collaboration with staff at multiple sites and multiple disciplines
- Frequently required to work at fast pace
- Comfort with ambiguity
- Requires considerable concentration and creativity
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Application Instructions:

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.

Current PPS Employees, please apply using the link below:

<https://apply.pps.k12.pa.us/internal>

Outside Applicants (External), please apply using the link below:

<https://apply.pps.k12.pa.us/external>

Other Information:

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968

More about the Pittsburgh Public Schools and our vision of *Excellence for All*

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empoweringpittsburghteachers.com.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.