



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

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

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

## **Staffing Manager 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 7 – (\$67,853-\$78,939)

### **Position Summary:**

The Staffing Manager is responsible for providing strategic human resources support to staff and deploy highly effective teachers throughout the Pittsburgh Public Schools. The Staffing Manager's support will focus on, but not be limited to: High Schools; 6<sup>th</sup> through 12<sup>th</sup> grade Schools; Teacher Academy; and Summer School. S/he will have a dotted line reporting relationship with the Assistant Superintendents that oversee each of the schools in these areas. Additionally, s/he provides support services to school district staff and administrators and performs other human resource generalist functions. This role will also be tasked with indentifying continuous improvement opportunities within the Recruiting and Staffing department.

### **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:

- Ability to interface with all levels of the organization and to coordinate multiple and changing priorities.
- Excellent verbal and written communications skills, facilitation and problem solving skills, and relationship building.
- Experience sourcing, recruiting and interviewing professional candidates.
- Ability to innovate and think creatively.
- Ability to make informed decisions, and to determine and produce appropriate metrics for the work.
- Proficiency with commonly used office technology tools: MS Word, Excel, PowerPoint and proficiency / willingness to learn HRIS systems.
- Commitment to using technology solutions and continuous improvement of processes.
- Strong customer service focus required.
- Bachelor's degree required.
- Results orientation with a track record of personal achievement.

- 5 years Human Resources or related experience in a high volume, change management environment or comparable experience required. 3 years functional staffing experience preferred.

**Essential Responsibilities:**

1. Hires professionals certified in specific schools/areas for the District with a focus on continuously improving teacher effectiveness.
2. Works as a strategic partner with Assistant Superintendents and Principals on an ongoing basis on candidate recruiting, selection and deployment.
3. Represents Pittsburgh Public Schools as the public face for the district with potential talent (e.g. attends recruitment job fairs and events, provides timely candidate communication and status updates, seeks to cultivate a diverse talent pool).
4. Screens and interviews candidates for positions and makes appropriate referrals; recommends and processes transfers while ensuring staff selections and certification(s) are in compliance according to PA State Guidelines.
5. Creates job descriptions for positions and assists in the preparation of vacancy postings.
6. Coordinates professional summer school staffing.
7. Represents the Board at various hearings; i.e., discrimination cases; arbitrations, unemployment hearings, etc.
8. Actively participates in staffing related meeting across the district.
9. Supervises the Staffing Coordinator and delegates work appropriately.
10. Attends recruitment job fairs and events, as needed.
11. Meets with applicants to discuss their experience and eligibility list status.
12. 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](http://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.