

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Retention and Recruitment Specialist  
**Department:** Employee Services  
**Reports to:** Director of Employee Services  
**Prepared Date:** October 2023

**SUMMARY OF RESPONSIBILITIES**

Under direction of the Director of Employee Services, the Retention and Recruitment Specialist will advance retention and recruitment efforts in collaboration with department and district administration for all positions with emphasis on diverse applicants and applicants who have licensure for hard-to-fill teaching positions. This position will be the primary: (1) retention specialist who is responsible for creating, implementing, and assessing the effectiveness of retention strategies based on employee data, (2) recruiter and point of contact for all interested candidates, (3) leader of district partnerships and grants related to retention, recruitment, and teacher pipeline.

**DUTIES AND RESPONSIBILITIES:**

Retention duties and responsibilities:

- Lead the development and implementation of innovative retention strategies to enhance the employee experience and increase our rates of retention.
- Remain current with new and developing trends in retention.
- Maintain a relationship with new hires throughout their first year to monitor satisfaction and connect to available support as needed to support retention of these employees.
- Collaborate with the Research, Evaluation and Testing Department to manage the employee survey process related to the onboarding and retention of staff (i.e. Onboarding Survey, 45-90 Day Retention Survey, Employee Exit Survey). Utilize the survey data to identify trends and make recommendations for areas of improvement.

Recruitment duties and responsibilities:

- Develop recruitment strategies through an equity lens and seek a diverse applicant pool by encouraging qualified candidates to apply for positions.
- Develop, create, and implement strategic recruitment strategies to enhance the district's visibility and reputation as an employer of choice. Including updating recruitment materials and other forms of media to ensure a positive image of employment with the district; work collaboratively with the Communications Department to ensure consistency.
- Create and track metrics in relation to hiring needs to monitor and alter recruitment approaches for continued employee acquisition.
- Utilize data-driven decision-making processes during the recruitment and staffing season to assess progress toward targeted goals.
- Utilize social media and other online recruitment resources to perform searches for qualified candidates according to relevant job criteria using technology and recruiting sites and platforms.
- Develop metrics directly associated with meeting hiring goals. Establish relationships with higher education partners, local, state, and national organizations as well as business partners to further the district's recruitment goals.

### Duties related to Grants and other responsibilities:

- Provide leadership, coordination, and execution of all grants and partnerships related to Retention, Recruitment and Teacher Pipeline (i.e. Grow Your Own, Black Men Teach, Teacher of Color Mentorship, and all other related grants)
- Support with establishing new and existing relationships with local, state, and regional organizations, higher education institutions, and local business to support staff who are relocating to work in the area.
- Partner with necessary leaders to ensure a positive onboarding experience for all new hires.
- Support district onboarding and employee recognition programs (i.e. New Teacher Orientation, Employee Milestone Recognition, etc.)
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervise one Confidential Employee to support the Specialist duties.

### **EDUCATION and/or EXPERIENCE**

Requires Associate's degree or equivalent relevant experience. Other similar administrative or school administration experience may be considered.

Bachelor's degree in Human Resources, Education, or related area preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Strong attention to detail and organizational skills.

Excellent in verbal and written communication with a diverse audience.

Excellent interpersonal skills and customer focus, with the ability to positively interact with administrators, employees, applicants, and vendors/educational partners.

Knowledge of current retention and recruitment strategies.

Ability to analyze data to identify trends and make recommendations.

Ability to multi-task and manage flow of simultaneous projects in a fast-paced environment.

Ability to build trust and rapport with a diverse body of stakeholders.

Ability to work independently as well as in a team environment.

Ability to effectively present information to administration and other employees.

Must be able to lift a minimum of 25 pounds.

Ability to maintain regular attendance, which includes completing an assigned day and commit the time necessary to complete the job.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear; stand; walk; reach with hands and arms. The employee is occasionally required to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Most work performed in an office, but travel to other district and community sites is required. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions when driving to District sites. The noise level in the work environment is usually quiet, but may be noisy, depending on location.