

Anoka Hennepin Independent School District #11

Position Standard

Community Education Staffing Specialist

Community Education Staffing Specialist is responsible for recruitment, hiring, training, and coordination of Community Education staff. This position will (1) provide new staff orientation, (2) complete necessary hiring paperwork, and (3) track performance review schedules.

Essential Functions:

- Recruitment and retention (for Community Education positions):
 - Keep all job descriptions updated.
 - Submit postings for open positions.
 - Set up interviews and communication with candidates.
 - Assist with completion and review of new hire data forms.
 - General outreach and recruitment.
 - Gather and analyze HR data (time to hire, employee turnover etc).
 - Review exit survey data.
 - Hold exit interviews; cancel pCards, gather tech, etc.
- Employee Performance Assistance:
 - Assist with low level employee performance concerns (connect and coordinate with Employee Services Dept)
- New Staff Orientation:
 - Conduct new Community Ed staff orientation.
 - Set up new supervisor trainings as appropriate.
 - Track Community Ed professional development.
 - Organize Community Ed professional development opportunities / communicate to staff.
- Employee Data Forms (EDF):
 - Complete /check original EDFs, including schedules and calendars.
 - Route EDFs, schedules, and calendars to Employee Services.
- Employee Performance Assessment Schedules:
 - Maintain Community Ed employee performance schedules (PAS)
- PELSB:
 - License tracking for ECFE Teachers, ABE Teachers, SR Instructors.
 - Manage clock hours (CEUs)
- Perform other duties as assigned.

Minimum Qualifications:

- Requires Associate's Degree or equivalent relevant experience.
- Other similar administrative or school administration experience may be considered.
- Strong attention to detail and organizational skills.
- 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.
- 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.
- Ability to effectively present information to administration and other employees.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be able to lift a minimum of 25 pounds.
- Ability to work independently as well as in a team environment.

- 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.
- Ability to maintain regular attendance, which includes completing an assigned day and commit the time necessary to complete the job.
- Must be physically working in the building/onsite.

Preferred Qualifications: Bachelor's degree in management, human resources, business, or related field preferred. Experience in hiring staff preferred. Experience in conducting training sessions for large groups (50+) preferred.

Physical Factors include:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.