

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Administrator of Talent Acquisition	Job Family: 01
Department: Human Resources	Lane Placement: Z1
Supervisor's Title: Human Resource Administrator	Contract: 242 Days
FLSA Classification: <u>Exempt</u>	Hours per Day: 8
Original date: <u>10/21</u> Revised: <u>08/22</u> Revised: <u>7/1/2026</u> Revised: _____	

GENERAL FUNCTION

Under the supervision of the Administrator of Human Resources and Assistant Director of Talent Development, the **Administrator of Talent Acquisition** will provide strategic leadership for the District's talent acquisition function. Develops and executes innovative workforce strategies that attract, recruit, hire, onboard and support the retention of exceptional employees across all employee groups. Assist in creating a world-class talent acquisition and candidate experience model that aligns with the District's strategic plan and supports the District's commitment to preparing every student for success through the Portrait of a Graduate. By ensuring schools and departments are staffed with high-quality employees, this position directly contributes to student achievement, organizational excellence and employee success.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Develop, implement and continuously improve a comprehensive District-wide talent acquisition strategy aligned to organizational goals and workforce needs.
- Support proactive workforce planning efforts by analyzing staffing trends, projected vacancies, enrollment shifts, labor market conditions and future workforce demands.
- Establish sustainable talent pipelines for administrators, licensed educators, education support professionals, administrators, specialists and hard-to-fill positions ultimately maximizing student outcomes and candidate experience.
- Collaborate with District leaders to identify staffing challenges and develop innovative recruitment solutions.
- Promote a culture of continuous improvement, customer service, innovation and operational excellence within the talent acquisition team.
- Lead recruitment marketing, employer branding, social media outreach and candidate engagement initiatives.
- Develop recruitment campaigns and communication strategies tailored to specific workforce segments.
- Establish and maintain strategic partnerships with universities, educator preparation programs, community organizations and workforce development partners.
- Oversee administrator, student teacher, intern and educator pipeline programs to strengthen future workforce capacity, including placements for program requirements and onboarding/fingerprinting process as appropriate.
- Represent the District at recruitment events, career fairs, conferences and professional organizations at the local, state and national levels.
- Ensure positions are posted, processed and filled accurately, efficiently and in compliance with District policy, state law and applicable regulations.
- Oversee recruitment systems, applicant tracking processes and hiring workflows to maximize efficiency and effectiveness.
- Review employment recommendations and hiring actions to ensure candidates meet established qualifications and licensing requirements.
- Provide input regarding educator licensing pathways and procedures, underqualified educator programs and related compliance requirements.
- Keep abreast of current trends, laws and Board rule related to the programs for underqualified educators and the USBE licensing rules assuring District compliance.
- Train and support administrators and hiring managers regarding recruitment procedures, systems and best practices. Train a variety of individuals with HR processes, procedures and systems.
- Assist in developing dashboards and visual reports that support data-informed decision-making.

- Analyze recruitment outcomes and workforce trends to identify opportunities for improvement.
- Lead, develop, coach and evaluate talent acquisition staff.
- Assist in developing team goals, performance expectations and professional learning opportunities. Authorized evaluator under each applicable evaluation system.
- Foster a collaborative, customer-focused environment that support schools, departments, applicants and employees.
- Provide input into departmental hiring, promotion and succession planning decisions.
- Collaborate with employees in HR and other departments in a cooperative, positive and professional manner.
- Requires travel using own transportation to school, District and other sites.
- Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Attend and participate in department meetings as required.
- Added essential functions as outlined by the school/department.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree in human resources, business administration, organization leadership, education, public administration or related field or equivalent combination of education and experience.
- Requires five years of progressively responsible job-related work experience with demonstrated competence.
- Requires one year of supervisory or leadership experience.
- Requires experience leading recruitment initiatives, talent acquisition programs or staffing functions.
- Demonstrated experience developing recruitment strategies, talent pipelines, workforce partnerships or employer branding initiatives.
- Knowledge of educator licensing requirements and procedures, employment regulations and recruitment best practices preferred.
- Experience using applicant tracking systems, HRIS platforms, recruitment analytics and reporting tools.
- SHRM-CP, SHRM-SCP, PHR, SPHR or equivalent professional certification highly preferred.
- Ability to lead and motivate a team,
- Skill to manage conflicts and network effectively across all areas of the District.
- Knowledge of operating systems currently in use in the District (i.e. Qmlativ, recruiting software, etc.) preferred.
- Effective communication, presentation and facilitation skills.
- Ability to lead change, influence outcomes, and build collaborative partnerships.

- Commitment to exceptional customer service and employee experience.
- Must demonstrate competence in reading, writing and advanced logic skills.
- Requires effective interpersonal and people skills. Will have significant interaction with personnel in HR, schools and other departments.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Requires effective collaboration and cooperation attitudes and abilities.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position may require travel throughout the District and other locations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Reporting & Linkages

- Reports to: Assistant Director of Talent Development
- Direct Reports: Recruiters and HR Assistants
- Key Linkages: Administrator of Human Resources, Assistant Director of Employee Relations and Compliance, Administrator Employee Experience and Wellness, Administrator HR Data and Operations, communications, teaching and learning, CTE, university partners, principals and directors and vendors

Machines, Tools & Equipment Used:

- Standard office equipment and machines.
- Computer hardware and software and related equipment.

Physical Requirements – Not limited to the following:

- Occasionally lift and move items up to 50 lbs.
- While performing the duties of the job, the employee is constantly required to sit. Frequently will stand, walk, talk and hear. The employee occasionally is required to use hands to finger, handle, type and feel and must reach with hands and arms.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*