

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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|----------------|---|--------|
| 05/15 | <u>TOSA (Teacher on Special Assignment) - Recruiter</u> | 1.12.1 |
| Effective Date | Job Title | Index |

1. Primary Function: The primary function of this position is to recruit licensed employees.
2. Responsible to: Director of Staffing
3. Assigned Responsibilities:
 - 2.01 Plans, implements, and directs the Employee Recruitment Program to diversify the District licensed employee workforce at all levels, including critical shortage areas and underrepresented groups.
 - 2.02 Works with Instructional Directors and Director of Staffing to coordinate the recruitment process for licensed employees.
 - 2.03 Facilitates the identification and implementation of linkages or partnerships that assist with the District's efforts to diversify the workforce. Pursues grants and other funds to provide programs and services for diversity programs.
 - 2.04 Collaborates with Instructional Directors, Coordinators and Principals to identify recruitment needs, clarify exemplary qualities, and recruit qualified candidates.
 - 2.05 Networks with schools, colleges, governmental and private employment agencies regarding potential candidates for vacancies.
 - 2.06 Collects statistical data on recruitment and selection results. Reports data to District leadership.
 - 2.07 Negotiates agreements with appropriate institutions/agencies to expand staff development resources available to the District.
 - 2.08 Performs other duties as assigned.
4. Minimum Qualifications:
 - 4.01 A valid and current Oregon Teaching license
 - 4.02 Master's degree or equivalent
5. Term of Employment: See Teacher contract
6. Salary Level: Placement on teacher salary schedule plus differential
7. Evaluation:
Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Licensed Personnel.
8. Working Conditions:
The position generally works in an office environment with travel to schools, departments, and evening meetings, as well as travel to in-state and out-of-state
9. Physical Requirements:
Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain

concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: TOSA - Recruiter

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____