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Secretary

Position Title: Confidential B Secretary – Human Resources (Recruiter/AESOP Administrator)

Term of Employment: 12 Month Position

Location: Administration Building

Position Summary: The Human Resources Recruiter will be responsible for delivering all facets of recruiting success throughout the organization. This will be achieved through the development of local and national recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. In addition to these expectations, the recruiter will manage available talent by using the District's AESOP or substitute employee system. The Human Resources Recruiter will play a critical role in ensuring the hiring of the best possible talent.

Primary Objectives:

- Develop and execute recruiting plans
- Network through universities, industry contacts, association memberships, trade groups, and employees
- Coordinate and implement college recruiting initiatives
- Role of AESOP administrator for the district

Salary: \$39,900

Reporting Relationship: Executive Director of Human Resources

Education/Experience:

- Bachelor's degree is required
- One to two years of human resources experience required
- Experience with the AESOP system or similar substitute system

Essential Duties and Responsibilities:

Recruiting Activities:

- Assist in creation of job descriptions
- Lead the recruiting and interviewing plan for each open position
- Efficiently and effectively fill open positions
- Conduct follow up with departments to determine effectiveness of recruiting plans and implementation
- Develop a pool of qualified candidates in advance of need
- Research and recommend new sources for active and passive candidate recruiting
- Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues
- Utilize the internet for recruitment
 - Post positions to appropriate Internet sources
 - Work with website design team to assist in recruiting
 - Research new ways of using the internet for recruitment
 - Use social and professional networking sites to identify and source candidates

Erie's Public Schools

148 West 21st Street

Erie, PA 16502-2834

P: 814.874.6000

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www.eriesd.org

An Equal Opportunity Employer

- Coordinate and Implement College/University Recruiting Initiatives
 - Coordinate college recruiting initiatives
 - Attend career fairs for recruiting and company recognition
 - Develop working relationships within colleges and universities to aid in recruiting

Networking Activities:

- Locate and document where to find ideal candidates
- Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads
- Create contacts within industry
- Maintain regular contact with possible future candidates

Administrative Duties and Record Keeping:

- Review applicants to evaluate if they meet position requirements
- Organize screening and performance interviews
- Maintain all pertinent applicant and interview data
- Assist in performing reference checks for potential employees
- Assist in writing and forwarding rejection letters
- Perform other special projects as assigned

AESOP Administrator:

- Must have a working knowledge of the substitute system for Erie’s Public Schools
- Provide professional development to all users of the AESOP system
- Manage the day to day entries and changes to the AESOP system
- Ability to work as a liaison between buildings and the Human Resources/Payroll Departments

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Evaluation: Executive Director of Human Resources

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME, NO LATER THAN 3:30 P.M. AUGUST 1, 2016, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502.

APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT.

POST:	8:00 AM	JULY 22, 2016
REMOVE:	3:30 PM	AUGUST 1, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.