

Recruitment Specialist

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), the Office of Human Resources (OHR) delivers services, programs, and communications to our highly valued current and prospective employees. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Executive Director of Human Resources and the Coordinator of Human Capital Recruitment, Retention and Talent Acquisition, the Recruitment Specialist is responsible for developing qualified candidate pools for School Administrators and Hiring Managers to fill permanent and temporary school-based positions for the Howard County Public School System (HCPSS). The Recruitment Specialist's responsibilities include, but are not limited to, recruiting, interviewing, and onboarding new hires in support of the HCPSS *Strategic Call to Action*.

ESSENTIAL POSITION RESPONSIBILITIES

- Develops and implements recruitment strategies to support the HCPSS Strategic Call to Action and staff diversity initiatives.
- Researches and stays abreast of recruitment and sourcing trends within education and offers innovative solutions to attract high-quality and diverse candidates to permanent and temporary school-based positions. Participates in onsite and virtual recruitment and interviewing events in Maryland and throughout the United States.
- Compiles and interprets statistical data to understand and improve the efficacy of the recruitment process and procedures. Analyzes and evaluates existing recruitment goals and strategies and develops new approaches to fill permanent and temporary school-based positions.
- Utilizes technology including, but not limited to, Frontline Recruiting and Hiring (ATS) and Workday, Human Capital Management System, and other web-based programs to support the recruitment processes. Utilizes OHR's social media accounts to increase public engagement and enhance recruitment strategies.
- Prescreens and recommends qualified candidates to hiring managers, assists with the development of the salary offer and manages all candidate correspondence, including the employment offer, rejection letters and non-clearance letters.
- Conducts pre-employment background checks including, but not limited to, employment verifications, reference checks, and criminal background checks. Tactfully communicates with applicants concerning HCPSS decisions not to clear or hire the candidate.
- Communicates with potential candidates and new employees regarding the terms of their employment based on applicable negotiated agreement provisions. Assists all new hires with navigating and completing the onboarding process (salary, benefits, etc.).
- Creates and maintains partnerships with colleges, trade schools and other community organizations and programs as appropriate to recruitment goals. Collaboratively works with the Professional Development Division with initiatives for professional development of support staff.

- Participates in training school-based leaders to carry-out recruitment and interviewing activities in accordance with school system procedures. Establishes collaborative relationships based on understanding the needs of internal stakeholders including, but not limited to, hiring managers, curriculum specialists, and school-based administrators.
- Supports the events and initiatives for the Division of Human Resources and Leadership Development including recruitment events, processing observing for administrative interview panels, and developing standard operating procedures documentation.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or GED equivalent.	AND Eight (8) years of professional recruitment experience.
An Associate degree in business, education, human resources, or a closely related field.	AND Six (6) years of professional recruitment experience.
A Bachelor's degree or higher in business, education, human resources, or a closely related field.	AND Four (4) years of professional recruitment experience.

PREFERRED QUALIFICATIONS

- Master's degree in education, human resources, or a related area.
- Three (3) years of recruiting and interviewing experience in a PreK-12 school setting.
- Certification as a PHR/SPHR or SHRM-CP.
- Experience utilizing Workday or a similar Human Capital Management System.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.



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Ellicott City, MD 21042
Nicole M. Carter, Executive Director

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit on the Central Office Technical Salary Scale, Grade 25. The current salary range for this position is \$79,880 - \$126,696. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

Dr. Michael J. Martirano, Superintendent