



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Senior Director of Talent Acquisition & Retention** FLSA Status: **Exempt**  
Job Family: **Administrative** Pay Range: **Schedule A/P-Grade E**  
Prepared/Revised Date: **September 9, 2024** Job Code: **10319**  
Days: **260**

**SUMMARY:** Develop, implement, and manage comprehensive services and systems to attract, develop, and retain top talent while fostering a positive and engaging work culture. Direct the development and execution of talent management strategies to build and sustain a talented and effective workforce. Manage and supervise teams responsible for talent acquisition and retention, support services, benefits and wellness, substitutes, and licensing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
<p>1. Talent Acquisition and Onboarding:</p> <ul style="list-style-type: none"><li>a. Design, implement, and evaluate strategies for talent acquisition, hiring, onboarding, and retention for all personnel types (full-time, part-time, temporary, contractual, and intern).</li><li>b. Oversee full-cycle recruitment processes, including job postings, sourcing, prescreening, and onboarding.</li><li>c. Direct recruitment branding and promotion, including position announcements, advertising, communications, and marketing strategies.</li><li>d. Administer the employee onboarding process and new employee orientation.</li><li>e. Manage recruitment events/fairs (internal/external).</li><li>f. Collect and analyze data for recruitment and retention strategies.</li><li>g. Ensure compliance with state licensure mandates, including fingerprinting processes.</li><li>h. Ensure compliance with all legal aspects of the recruitment process.</li></ul>
<p>2. Partnerships and Pipeline Development:</p> <ul style="list-style-type: none"><li>a. Develop and implement innovative strategies to build a pipeline of qualified candidates.</li><li>b. Create, administer, and measure pipeline development programs (e.g., Become a Teacher program, tuition reimbursement program, student teacher/intern/field experience program), including the management of partnership and affiliation agreements.</li><li>c. Build and maintain relationships with institutions of higher educations (IHEs), community and professional organizations, and district schools/departments to develop talent pipelines.</li></ul>
<p>3. Substitute and Temporary Staffing:</p> <ul style="list-style-type: none"><li>a. Oversee administration of substitute programs for administrative, licensed, and classified staff.</li><li>b. Oversee employee absence and substitute management software.</li><li>c. Collaborate with schools and departments on contractual services and providers.</li><li>d. Oversee non-staff account provisioning process and ensure background check compliance.</li></ul>



<b>Description of Job Tasks</b>
<p>4. Employee Retention and Support:</p> <ul style="list-style-type: none"> <li>a. Oversee district’s self-funded medical and dental programs and the administration of the district’s vision, life, deferred compensation, flexible spending accounts, leaves of absence, short term and long term disability and retirement programs.</li> <li>b. Ensure compliance with the HIPPA privacy regulations.</li> <li>c. Ensure benefits programs are administered in compliance with district policy and governmental regulations.</li> <li>d. Oversee the district’s Employee Wellness programs including the management of the employee health clinic.</li> <li>e. Provide ongoing training on personnel related functions and issues to site managers, supervisors and employees.</li> <li>f. Manage culture and climate surveys, exit surveys, and other employee engagement surveys.</li> </ul>
<p>5. Diversity, Equity, and Inclusion:</p> <ul style="list-style-type: none"> <li>a. Develop and implement diversity, equity, and inclusion talent acquisition and retention strategies.</li> <li>b. Serve on DEI Executive Committee to develop, implement, and measure, district-wide DEI initiatives for students, employees, and community.</li> <li>c. Create and maintain an environment of equal employment opportunity, diversity and competitive advantage in support of the district’s strategic plan.</li> <li>d. Conduct presentations and trainings to advise hiring managers/interview teams on recruitment and interview practices that promote diversity, equity, and inclusion</li> </ul>
<p>6. Budget Management:</p> <ul style="list-style-type: none"> <li>a. Manage and oversee all HR budgets.</li> <li>b. Propose annual budget and maintain fiscal tracking throughout the year.</li> </ul>
<p>7. Team Management:</p> <ul style="list-style-type: none"> <li>a. Oversee, train, direct, coach, and evaluate talent acquisition and retention, support services, licensing, substitute support, benefits and wellness teams.</li> <li>b. Provide ongoing supervision, development, coaching, mentoring, guidance and support.</li> <li>c. Lead team meetings and one-on-one meetings with team members.</li> </ul>
<p>8. Benefits Management:</p> <ul style="list-style-type: none"> <li>a. Oversee the administration of the district’s vision, life, deferred compensation, flexible spending accounts, leaves of absence, short-term and long-term disability and retirement programs.</li> <li>b. Ensure compliance with the HIPPA privacy regulations.</li> <li>c. Ensure benefits programs are administered in compliance with district policy and governmental regulations.</li> </ul>
<p>9. Attend work and arrive in a timely manner.</p>
<p>10. Perform other duties as assigned.</p>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master’s degree in Communications, Marketing, Business, Human Resources, or related field.
- Over five years of experience in human resources, communications, marketing, talent acquisition or recruitment.
- Demonstrated experience implementing innovative process in a high-volume recruiting environment.
- Demonstrated experience developing and implement TA strategies and plans in education industries.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Colorado Administrator License preferred.
- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred.
- Criminal background check required for hire.
- Ability to travel nationally and among district locations.
- Valid US driver’s license.



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of employment laws and human resources policies, procedures, and practices.
- Knowledge of professional recruitment of staff and developing short- and long-term talent acquisition strategies and plans.
- Critical thinking, problem-solving and analytical skills.
- Oral and written communication skills.
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department.
- Ability to manage multiple priorities.
- Ability to build and maintain relationships with key stakeholders.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced knowledge of and experience with Microsoft Office products, and/or other department software packages including project management systems and Adobe Creative Suite products.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Chief of Staff	
<b>Direct reports:</b>	Manager, Talent Acquisition	1
	Specialist, Talent Acquisition	1
	Assistant Director, Benefits	1
	Supervisor, Support Services	1
	Coordinator, Substitute	1

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feed	x			
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x	x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate				x
Instruct		x		
Compute		x		
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Quiet	x
Moderate	
Loud	
Very Loud	