



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Talent Recruiter (I, II, or III)**

Job Family: **Professional**

FLSA Status: **Exempt**

Pay Grade: **A/P Schedule, Grade Y (I);
Grade U (II); Grade Q (III)**

Prepared/Revised Date: **May 19, 2025**

Job Code: **34413 (I); 34414 (II); 34415 (III)**

Days: **260**

SUMMARY: Responsible for managing high-volume, full-cycle recruitment across assigned positions, including requisition approval, advertising strategy, candidate sourcing, prescreening, and selection support. Partners with hiring managers to develop strategic, equity-centered hiring plans; facilitates credential and licensure reviews; provides guidance on interview processes; and delivers hiring approvals and pay placement recommendations. Ensures a positive candidate experience and collaborates with HR staff to support efficient, compliant, and data-informed hiring practices.

While all recruiter levels are responsible for managing high-volume, full-cycle recruitment, levels are differentiated by the scope of responsibility, degree of independence, and complexity of assigned work:

- **Recruiter I** - Performs routine full-cycle recruitment under guidance; executes sourcing, prescreening, and hiring processes for commonly recruited roles.
- **Recruiter II** - Independently manages full-cycle recruitment for a broad range of positions, including hard-to-fill roles; serves as a primary advisor to hiring managers regarding job requirements (e.g., licensure) and leads recruitment strategy for assigned areas.
- **Recruiter III** - Leads strategic recruitment initiatives, executive-level or high-stakes searches, and district-wide process improvements. Serves as a partner to leadership, mentors other recruiters, manages international recruitment efforts (e.g., J-1 visa candidates), and contributes to long-term workforce planning.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as the primary recruiter for assigned positions, leading end-to-end recruitment efforts including requisition approval, advertising and sourcing strategy, screening, candidate evaluation, and selection support.
2. Respond to a high volume of daily inquiries from applicants, hiring managers, and internal stakeholders, providing accurate information about job openings, hiring processes, licensing/credential information, and district procedures. Ensure a positive candidate experience through timely communication, clear expectations, and consistent engagement throughout the hiring process.



3. Partner with hiring managers to understand staffing needs, develop candidate profiles, and independently implement recruitment plans to attract qualified, diverse applicants. Source candidates using tools such as LinkedIn Recruiter, Indeed, and Handshake with an emphasis on equity-driven outreach.
4. Review and approve job requisitions for accuracy, classification alignment, and compliance with district hiring standards.
5. Lead prescreening efforts, including application review, credential and licensure verification, and phone screenings. Facilitate SparkHire one-way video interviews to ensure consistent and equitable early-stage evaluations.
6. Support interview and selection processes by participating in panels when needed and advising on assessment tools, interview protocols, and equitable hiring practices.
7. Determine and communicate hiring approvals and recommended pay rates, ensuring alignment with district compensation guidelines and internal equity. Prepare and send job offer letters to selected candidates, ensuring accuracy and consistency with hiring decisions and approvals.
8. Develop and deliver training for hiring managers and pre-screeners on interview practices, candidate engagement, and district hiring policies; maintain up-to-date recruitment tools and templates. Evaluate the effective use of applicant tracking systems by identifying areas for optimization, troubleshooting user issues, and maintaining accurate workflow documentation.
9. Ensure compliance with employment laws, licensure requirements, board policies, and state/federal regulations (e.g., EEOC, ADA, FCRA, TECDA). Stay informed on legal updates and recommend adjustments to practices as needed.
10. Strategically plan and represent PSD at external recruitment events and job fairs—both virtual and in-person—as a subject matter expert on district opportunities, culture, and hiring practices. Determine which events to attend based on hiring needs, candidate pipelines, and district priorities. Events may occur weekly during peak seasons and may require national travel. Serve on internal hiring event committees and collaborate with event coordination and advertising staff.
11. Build and maintain strategic recruitment pipelines, cultivating relationships with external partners and stakeholders. Support internal mobility by advising hiring managers and internal candidates on transfer and promotional opportunities.
12. Manage recruitment data and reporting, maintaining accurate records in the applicant tracking system and Records database. Track, analyze, and report key recruitment metrics (e.g., applicant flow, time-to-fill, conversion rates, advertising impact) to support continuous improvement.
13. Perform other duties as assigned.

RECRUITER I - EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, Communications, Marketing, Advertising or related field.
- Two or more years of experience in recruiting, talent acquisition, sourcing, communications, marketing, and/or advertising.
- Equivalent combination of education and experience acceptable.



RECRUITER II - EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, Communications, Marketing, Advertising, or a related field; Master's degree preferred
- Five or more years of experience independently managing high volume, full-cycle recruitment, including a minimum of two years recruiting within a K–12 school district. Demonstrated success in filling hard-to-fill or specialized roles.
- Professional in Human Resources (PHR) or Society for Human Resources Management (SHRM) certification preferred
- Equivalent combination of education and experience acceptable

RECRUITER III - EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, Communications, Marketing, Advertising, or a related field; Master's degree preferred
- Five or more years of experience leading recruitment strategy and partnering with senior or executive leaders, including a minimum of four years recruiting within a K–12 school district. Proven track record in designing and implementing strategic talent acquisition initiatives and workforce planning.
- Professional in Human Resources (PHR) or Society for Human Resources Management (SHRM) certification required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- 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 federal and state employment laws, recruitment regulations, and human resources practices, including licensure requirements and hiring compliance (e.g., EEOC, ADA, FCRA).
- Knowledge of Colorado-specific employment laws and licensing frameworks, including the Teacher Employment, Compensation, and Dismissal Act (TECDA), and how they impact recruitment, selection, and credential review.
- Demonstrated ability to manage high-volume, full-cycle recruitment processes across diverse role types.
- Strong analytical, critical thinking, and problem-solving skills.
- Exceptional oral and written communication skills with the ability to build strong, collaborative relationships with individuals from diverse ethnic, cultural, and educational backgrounds.
- Ability to manage multiple priorities, meet deadlines, and adapt to changing department needs.
- High attention to detail, particularly in reviewing credentials, licensure, and applicant materials.
- Commitment to maintaining confidentiality, professionalism, honesty, and integrity in all aspects of the role.
- Ability to deliver training and support to hiring managers and other staff regarding recruitment best practices and tools.



- Strong understanding of customer service principles and a demonstrated commitment to providing a positive candidate and stakeholder experience.
- 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, District policies, administrative guidelines 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
Reports to:	Senior Director of Talent Acquisition and Retention	
Direct reports:	This position has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
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		
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Quiet	X
Moderate	
Loud	
Very Loud	