

JOB POSTING
NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
OFFICE OF TEACHER RECRUITMENT

Job Title: Regional Recruitment Liaison

Salary Range:

\$61,157 - \$79,182

New Hire Minimum: \$56,711

Reporting to the Assistant Director of Recruitment Support Services, the Regional Recruitment Liaison is responsible for the initial intake and processing of resumes, transcripts and State certification as it relates to the employment of prospective candidates to serve as teachers for the New York City Department of Education. The Regional Recruitment Liaison will assist in staffing and recruitment as it relates to the operation of the Office of Teacher Recruitment.

Duties and Responsibilities:

Reviews and evaluates resumes for candidates to be interviewed by Regional Recruitment Managers. Disseminates information regarding teacher qualifications and examinations. Calls candidates and arranges interviews. Counsels prospective employees on various certification requirements. Screens applicants to determine certification eligibility, including review of college transcripts, verification of State certification, etc. Interfaces with principals and supervisors regarding referrals for positions. Interfaces with regional personnel, staff, school-based supervisors and college advisors concerning referrals and eligibility issues of candidates. Specializes in advising immigrants about work authorization procedures leading to public school employment as a teacher. Participates in teacher recruitment activities at colleges and special events, as required. Counsels and conducts initial processing of prospective pedagogical personnel for all instructional programs in the New York City public schools. Assists in the coordination and placement of scholarship recipients and ongoing counseling of current International teaching staff regarding personnel related issues. Must be available to travel locally as well as nationally. Must be able to present at workshops and meetings.

Minimum Selection Criteria:

A master's degree from an accredited college and one (1) year of satisfactory full-time professional experience in business or public administration, human resources management, personnel administration or a closely related field; or

A baccalaureate degree from an accredited college and three (3) years of satisfactory full-time professional experience as described above.

Additional Qualifications Preferred:

Demonstrated successful experience in educational recruitment and working in a team environment in the field of human resources. Familiarity with NYS certification regulations and requirements. Familiarity with the New York public school system and its organization. Ability to absorb new information and impart it to others. Ability to work with the public, supervisors, teachers, students, and prospective employees. Ability to communicate effectively with college students in large groups. Excellent oral communication/presentation skills. PowerPoint, Excel and Word proficient important.

Application:

Please send cover letter and resume no later than August 9, 2006 to:

Division of Human Resources
Regional Recruitment Liaison Selection Committee
65 Court Street, Room 505
Brooklyn, New York 11201

OR by e-mail to: selcom@school.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at "www.nycenet.edu/o eo."

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