

**JOB POSTING
NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
CENTRAL BASED POSITION**

Job Title: Regional Recruitment Manager – Office of Teacher Recruitment

Salary Range: \$78,368 (New Hire Rate)

\$84,512 - \$109,660

Reporting to the Director of Regional Recruitment Managers and in coordination with the Deputy Executive Director for Teacher Recruitment, is responsible for the development, implementation and evaluation of policies and procedures related to staff recruitment and placement. The Regional Recruitment Manager will resolve difficult or exceptional staffing and recruitment problems and perform related work.

Duties and Responsibilities:

Interview and select certified teachers for positions in the New York City Schools. Conduct recruitment events locally, nationally and internationally. Create case files on prospective candidates. Advise prospective teachers regarding hiring procedures, regulations, fingerprinting and certification. Conduct seminars for uncertified teachers. Serve as recruitment liaison to Principals, school personnel and Regional Operation Center staff. Utilize the Recruitment Management System to secure resumes and candidates. Plan and execute career fairs. Attend training sessions for information and instruction pertinent to recruitment and counseling responsibilities as well as seminars on State Regulations under NCLB. Recruit education majors (as well as non-education students in shortage areas) from colleges and other non-traditional sources for public school teaching positions and for our scholarship program. Advise students and applicants of the requirements for City substitute certificates and their educational obligations. Review and evaluate college transcripts of applicants for New York State certification who have applied on their own to the State. Provide other information to recruits/applicants about State certification/City credential requirements. Act as a liaison to regional HR staff, college advisors, deans of education and career service personnel recruiters regarding recruitment, certification and licensing. Travel to college sites and special events, including career fairs.

Minimum Selection Criteria:

All candidates must have a minimum of (18) months of managerial, administrative or supervisory experience;

AND

A master's degree from an accredited college and two (2) years of full-time professional experience in business or public administration, human resources management, personnel management or a closely related field;

OR

A baccalaureate degree from an accredited college and four (4) years of full-time professional experience in the fields of business or public administration, human resources management, personnel management, or a related field.

Additional qualifications preferred:

Demonstrated successful experience in educational recruitment and working in a team environment in the field of human resources preferred.

Familiarity with the New York State certification regulations and requirements.

Familiarity with the New York public school system and its organization.

Ability to communicate effectively with college students and adults in large groups.

Ability to absorb new information and impart it to others.

Ability to work with the public, supervisors, teachers, students, college deans.

Experience as a teacher or a school administrator required.

Extensive seasonal travel required as well as a car.

Application:

Please send cover letter and resume, no later than **November 15, 2006**, to:

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

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