

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****TALENT ACQUISITION SPECIALIST**

SALARY SCHEDULE: SSP 11x

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in Education, Human Resources, Business, Psychology, or related field and a minimum of (2) two years of experience in recruitment or talent acquisition function required, or equivalent combination of education and experience.
- Experience in high volume recruitment strongly preferred.
- Experience sourcing candidates using a variety of methods (job boards, outreach, job fairs, referrals, and partnerships) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recruitment strategies, ATS systems, hiring processes, data analysis, and employment practices.
- Strong communication, confidentiality, organization, teamwork, and problem-solving skills.
- Demonstrated ability to manage multiple vacancies simultaneously while maintaining accuracy and responsiveness.
- Strong communication, organization, and customer service skills.

REPORTS TO:

Director of Human Resources, Recruitment and Staffing

JOB OBJECTIVE:

Support and advance the District's talent acquisition strategy by coordinating full-cycle recruitment processes, partnering with hiring managers to deliver efficient and compliant hiring practices, and contributing to workforce initiatives that strengthen talent pipelines, enhance candidate experience, and support long-term staffing needs.

SUPERVISES: N/A**PERFORMANCE RESPONSIBILITIES:**

- Manage full-cycle recruitment from job posting through preboarding, ensuring an efficient, compliant hiring process.
- Post and manage job advertisements; coordinate recruitment activities, review applications, and support candidate screening and selection.
- Provide a positive candidate experience through clear communication and guidance throughout the hiring process.
- Facilitate the collection, review, and processing of preboarding documentation for new hires, contracted employees, and non-board appointed staff.
- Partner with hiring managers to understand staffing needs and develop targeted recruitment strategies.
- Utilize staffing agencies and external partners to support recruitment for hard-to-fill positions.
- Coordinate recruitment campaigns, outreach efforts, and partnerships with to build candidate pipelines.
- Facilitate field experiences, teacher internship placements, and corresponding affiliation agreements to ensure a cohesive student teacher program supporting future staffing needs.

SPECIALIST, TALENT ACQUISITION (continued)

- Coordinate the district's substitute functions including but not limited to daily placement oversight, daily and monthly reporting, reconciliation of substitute payroll transactions, record and document discipline actions, and ongoing daily liaison duties.
- Maintain accurate applicant and hiring data within the ATS and ensure compliance with policies and recordkeeping requirements.
- Track recruitment metrics including, but not limited to, vacancy rates, qualified applicant rates, and recruitment events ROI.
- Assist with workforce planning and reporting.
- Maintain confidentiality, model strong customer service, and follow district policies.
- Represent, consistently, the department and District in a positive and professional manner.
- Assist in implementing the District's goals and strategic commitments.
- Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11