

JOB DESCRIPTION

Job Title: Recruitment Coordinator, ECEP (9887)

Job Summary:

Under the direction of the department administrator, oversee the recruitment and onboarding for potential employees and substitutes and manage schedules and ensure staffing levels are in compliance with state regulations. This position will also support current employees and substitutes by acting as the department liaison for human resources practices, procedures, various trainings, and questions.

Essential Duties:

- Coordinate recruitment efforts of both employees and substitutes for the Early Childhood Education Program by utilizing a variety of recruitment tools and processes, attending community recruitment events, and assisting Human Resources in advertising open positions.
- Assist in reviewing job applications, proctoring interviews and bilingual assessments, and scheduling interviews.
- Coordinate interview panels to include a parent representative when available, prepare interview materials, and ensure all on interview panel are trained in interview policy and procedures.
- Facilitate onboarding, orientation, and training sessions for new employees and substitutes and prepare all required materials in advance.
- Maintain an up-to-date database of available substitutes and their qualifications, including state licensing requirements and current certifications.
- Manage the daily scheduling of substitutes to cover staff absences; respond promptly to last-minute requests for substitutes and adjust schedules as needed.
- Keep accurate records for program staff and substitutes including, but not limited to, training records, certifications, documentation for center files, substitute assignments, schedules, and additional hours worked.
- Prepare and submit required reports to regulatory agencies and internal stakeholders.
- Monitor compliance with state regulations and organizational policies.
- Serve as the primary point of contact for substitutes and supervisors regarding staffing needs.
- Collaborate with the management team to address staffing challenges and develop solutions.
- Foster positive relationships with substitutes and conduct regular check-ins to build a reliable and motivated pool of candidates.
- Manage staffing updates which may include preparing requisitions, reviewing and updating allocations, processing changes in staff assignments, and assisting with related functions.
- Provide ongoing support and guidance to substitute teachers and ensure they are familiar with the curriculum, classroom routines, and safety protocols.
- Perform other related duties, as assigned.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Input and manage data in various automated record keeping systems;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- operate a computer and assigned software programs.

Knowledge of:

- California state licensing requirements for preschool staff;
- regulations, rules, policies, and procedures applicable to Early Childhood Education;

- human resources practices and personnel data input;
- Microsoft Office and Google software packages for word processing, spreadsheets, and communications;
- modern office procedures, software programs, and equipment;
- proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- communicate effectively both orally and in writing using appropriate English spelling and grammar;
- interpret, apply, and explain rules, regulations, policies; and procedures to a diverse audience;
- work confidentially, independently, and with discretion with little direction;
- maintain confidentiality of employee and substitute information;
- plan, coordinate, and facilitate collaborative relationships, activities, and services with diverse groups of people;
- perform work with a high degree of accuracy;
- effectively use time and resources to accomplish project objectives;
- respond to various inquiries in a timely and consistent manner;
- travel to various locations throughout Tulare County using personal vehicle, as needed.
- Speak, read, and write in English and Spanish.

Experience Required:

- Three (3) years of experience in staffing, recruitment, and/or human resources.
- Experience working in an educational setting is preferred.

Education Required:

- Associate's degree in Early Childhood Education, Human Resources, or a related field.
- Bachelor's degree in a related field is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).
- Bilingual in Spanish is required.

FLSA Status: Non-Exempt

January 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.