

Job Summary: Under the direction of the California Center on Teaching Careers Project Director, the job of Teacher Recruitment Center Manager, will be conducting all recruitment, marketing, and advertising activities both in-state and out-of-state to provide a qualified pool of teacher candidates for districts, county offices of education, institutions of higher education, Teacher Residency Programs, and all other partners. The Teacher Recruitment Center Manager will assist in the development and monitoring of program budgets, financial reports, data collection, and program evaluation procedures. The Teacher Recruitment Center Manager will travel in-state and out-of-state to attend state and federal conferences, and present at conferences. The Teacher Recruitment Center Manager will train and monitor personnel.

Essential Job Functions:

- Assists Project Director in the implementation of recruitment plans for the California Center on Teaching Careers Regional Satellite Centers including the teacher residency programs for the purpose of seeking, screening, referring, and supporting potential new teachers.
- Assists in coordinating statewide recruitment activities and projects for the purpose of collaborating with various state and federal organizations to address the issue of recruiting as well as growing their own teachers highly qualified teachers for California districts.
- Conducts presentations statewide and out-of-state for the purpose of recruiting paraprofessionals, new college graduates, credentialed teachers, and career changers into the teaching profession.
- Assists in screening teacher candidates for the purpose of ensuring that they are suitable for teacher preparation programs and districts in California.
- Collaborates with all teacher preparation programs for the purpose of increasing and supporting the candidate pool of teacher applicants.
- Travels to various locations in-county, out-of-county, and out-of-state for the purpose of organizing recruitment events, participating in meetings with partners, and presenting at organized events.
- Organizes local, regional, and statewide meetings for the purpose of promoting and elevating the teaching profession.
- Coordinates marketing and advertising (newspapers, TV, radio, digital) for the purpose of promoting all programs administered by the office and attracting more candidates to the teacher profession.
- Administers/Monitors local, regional, statewide, and out-of-state recruitment activities and data for the purpose of preparing reports, meeting program goals and objectives, and for the development of future state and federal grant activities.
- Collaborates with school districts, county offices of education, institutions of higher education, educational development corporations, the business community, military installations, and the Troops to Teachers program for the purpose of networking, disseminating information, identifying potential teacher candidates, co-sponsoring recruitment events, designing and implementing teacher pipeline programs, and developing new and innovative programs to attract and train new teachers.
- Creates reports, presentations, program procedures and training for the purpose of program implementation.
- Attends meetings of the California Center on Teaching Careers, Federal and State Grants and other groups for the purpose of conveying and/or gathering information required to perform job functions.
- Facilitates communications to employees, program participants, reports, surveys, forms, paper screening criteria, and interview questions for the purpose of providing information to the public.
- Collaborates with Project Director on budget development and monitoring for the purpose of maintaining accurate records and reporting out to state and federal stakeholders.
- Assists the Project Director for the purpose of seeking new federal and state funding through grant writing.
- Manages/Implements financial incentives offered by federal and state grants for the purpose of providing financial assistance to program participants.
- Advises/Trains participating teacher candidates for the purpose of streamlining the job search and application process for all applicants.
- Coordinates local, regional, and statewide development trainings for the purpose of providing needed training to all teacher prospects.
- Trains participating districts statewide for the purpose of streamlining the application, screening, and selection process of all teacher candidates, and sharing best practices.
- Supervises all classified staff in for the purpose of monitoring performance and providing professional growth.
- Performs other duties as assigned by the Project Director for the purpose of meeting the mission and goals of all state and federal programs administered under California Center on Teaching Careers.

Skills, Knowledge and/or Abilities Required:**• Skills & Abilities to:**

- communicate effectively, verbally, and in written form in English.
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.
- facilitate and execute group activities.
- plan, organize, and implement recruitment activities in-state and out-of-state.
- collect accurate data to assemble and deliver required budgetary reports.
- operate office machines such as computer equipment, specific software, LCD projectors, teleconference equipment.
- manage and train classified support staff.
- administer budgets and maintain accurate records.
- understand and explain regulations, policies, and procedures.
- coordinate, prioritize, organize, and schedule a variety of activities, projects, and events.
- meet deadlines.
- communicate with individuals of varied cultural and education backgrounds.
- travel frequently in-state and out-of-state.
- design and make presentations using presentation software and other media.
- establish and maintain cooperative and effective working relationships with personnel and faculty from districts, county offices of education, local businesses, and universities.
- work with minimal supervision.

• Knowledge of:

- State and federal grant data collection and reporting procedures.
- recruitment practices, strategies, procedures, and marketing procedures.
- interviewing, screening, and selecting techniques.
- California Commission on Teacher Credentialing certification procedures.
- teacher preparation program requirements and procedures.
- outreach techniques and strategies for increasing traffic of specific teacher targeted groups.
- social media marketing, search engine marketing, and other digital media systems.
- creating web content to achieve high ranks in the search engines.
- Microsoft Office and Google Suite.

Experience Required:

- Job-related experience with increasing levels of responsibility required.
- Experience in the following areas: out-of-state and in-state recruiting and training; working in programs sponsored by education/government agencies; research, development, implementation of successful programs; and supervision of classified support staff.

Education Required:

- Bachelor's degree required.
- Master's degree in job-related area preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Willingness to travel extensively in-state and out-of-state required.

FLSA Status: Exempt**June 2022**

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.