



Little Rock School District

JOB DESCRIPTION

Position Title: Bilingual Minority Recruiter/ HR Generalist

Prepared Date: August 16, 2019

JOB GOAL:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

TERMS OF EMPLOYMENT:

Twelve 12 month (245 days) contracts, Pay 802 Grade 14, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**
Non-Exempt

QUALIFICATIONS:

1. Bachelor's degree from a college or university required.
2. One and a half (1 ½) years of LRSD relevant work experience may be substituted for one year of required education. (Ex: 6 years of LRSD experience equates to a four-year college degree). Must be bi-lingual
3. Spanish and English.
4. Five (5) years of experience in public or private sector in secretarial or office management areas minimum.
5. Demonstrated proficiency in use of standard office equipment, copier, facsimile machines, calculators, scanners, etc.
6. Advanced main frame computer skills.
7. Demonstrated competency in standard office administration programs such as Microsoft programs, including Word, Excel, PowerPoint and Access, as well as other microcomputer applications.
8. Evidence of strong interpersonal and organizational skills in working with employees and the public.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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Bi-lingual Recruitment

1. Assists in coordinating and carrying out special projects as assigned.
2. Works with the Coordinator of Recruitment to plan bilingual staff recruitment.
3. Assists with research planning and represents LRSD at college job fairs and other specialized recruiting events/programs as assigned.
4. Works closely with colleges and universities that offer teacher education programs.
5. Assists in arranging subsequent interviews for candidates under consideration with appropriate district staff members.
6. Counsels and advises applicants regarding certification requirements and immigration issues as assigned.
7. Processes new hires, transfers, and separations for payroll and serves as a primary contact regarding employee benefits.

HR Assistant

1. Provides hands-on assistance for preparation and maintenance of personnel files and folders. Researches and performs general secretarial and clerical duties.
2. Assists principals/departments supervisors with vacancy documents.
3. Provides user support in all aspects of designated HR automation software (paperless applicant tracking system and record retention software); trouble shooting problems regarding the effective and efficient use of HR software.
4. Performs, state, federal, and preliminary background checks on new employees.
5. Enters teacher's certificates and transcripts to update employee files, and processes salary revision memos.
6. Advertises certified/classified jobs as assigned.
7. Assists in maintaining job descriptions for all positions.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.