



**GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY**

Serving South Metro County School Systems since 1966  
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON  
Dr. Stephanie L. Gordy, Executive Director



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***PLEASE POST***  
**JOB ANNOUNCEMENT**

*June 22, 2022*

**POSITION:**      **Regional Recruitment and Retention Specialist**  
*(New Position for 2022-2023)*

**EMPLOYMENT TERMS:** 210-day contract includes benefits (*insurance & TRS retirement pension*)

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Education, Communication, Public Relations, or related field
- Minimum of three (3) years in K-12 public education, human resources, or related field
- Proficient skills in oral and written communication, leadership, organization, and technology
- Demonstrates high level skills in interpersonal skills, public relations, planning, organization, presentation, and implementation of activities with minimal supervision

**PREFERRED QUALIFICATIONS:**

- Leadership Certification (*Tier I or Tier II*)
- Experience in K-12 leadership role (*example: Academic Coach, Department Chair, etc.*)
- Experience serving as a mentor
- Experience training adults

**COMPETENCIES NECESSARY TO DO THE JOB:**

- Passion for recruiting candidates for classified and certificated job openings for the purpose of filling vacant positions in regional high need areas, such as, special education, math, and science
- Ability to coordinate organized and highly successful regional educator job fairs
- Recruit potential candidates at on-site job fairs and virtual events
- Assist regional school system Human Resources (HR) Departments in filling their open positions
- Creativity skills for developing engaging regional recruitment materials and compelling marketing messages
- Assist with growing a robust teacher pipeline
- Demonstrates dynamic interpersonal skills and enthusiasm in the support and work of the educational system
- Proven skills that support the retention and development of educators across a variety of content areas and disciplines
- Exceptional ability to bridge and enhance cooperative working relationships
- Ability to organize multiple projects simultaneously with great attention to details and sensitivity to deadlines, priorities, and confidentiality
- Proficient with Microsoft Office Suite and related technology

**BEGINNING DATE:** Negotiable (*July, August, or September 2022*)

**APPLICATION DEADLINE:** *July 20, 2022, or Until Filled*

**TO APPLY:** Submit letter of intent, resume with a list of references including complete contact information, and a copy of Georgia certificate to:

**Griffin RESA**  
**Human Resources Department**  
**440 Tilney Ave**  
**Griffin, GA 30224**