



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