

**Roswell Independent School District
Job Description**

Job Title: APPLICATION/VACANCY SPECIALIST

Reports to: ASSISTANT SUPERINTENDENT AND DIRECTOR FOR HUMAN RESOURCES

General Job Description:

Under indirect supervision, compiles and examines for completeness of applications for certified and non-certified positions in the District, using guidelines established by school district and state education licensing codes.

Essential Duties and Responsibilities:

1. Assist Asst. Supt. for HR in development and distribution of recruitment information and packets for Career Fairs.
2. Maintain timely electronic application for supervisor/principal access, including lists of applicants by area of teaching preference, i.e. grade levels and specialty areas.
3. Request and compile required information for candidates to submit for approval of qualifications for positions within district.
4. Ensure proper authorization and signatures are present on employee action logs and forms.
5. Administer data for applicant tracking system (Recruit and Hire/Visions)
6. Prepare and modify selection packets to assist supervisors with; screening data, selection committees, arrange for interviews, score ratings and prepare recommendation packets for signature.
7. Process new temporary employees; Sub Custodians, Janitor helpers, Cafeteria Subs, BPA/DECA students, Summer Hire – Paint Crew/warehouse/cafeteria, game help; ensure all forms and tests are completed.
8. Perform back up of switchboard duties and employee ID's.
9. Perform Notary duties.
10. Administer Educational Assistant Test.
11. Work Permits
12. Contact Person for Applicants in need of assistance with the On-Line Applications.
13. Knowledge of computer systems, including data bases and word processing programs.
14. Personal and professional task management through the use of technology.
15. Maintain confidentiality with sensitive matters.
16. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
17. Report to work on time and work no less than 7 hours per day.
18. Work independently with very little supervision.
19. May be required to perform other related functions as assigned by your supervisor(s).

Supervisory Responsibilities:

Helps direct the Human Resources student workers.

Qualifications:

1. High School diploma or GED
2. Associate Degree is preferred but equivalent training and experience may be accepted in lieu of a degree.
3. Two years' experience in an administrative clerical position, at least one of which should have been in an educational environment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds) reaching, climbing stairs, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multimedia equipment including current technology as needed.

APPLICATION/VACANCY SPECIALIST (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without supervision and efficiently. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date