



**Job Title:** Recruiter for Magnet Programs

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Pay Grade Range:** UR308 - UR112

**Summary:** The Recruiter for Magnet Programs directs and supports any existing and new magnet program strategies and ensures alignment with district strategic plans and initiatives.

**Essential Duties and Responsibilities:**

- Develops a magnet recruitment plan with the school principal and magnet staff
- Assists with the development and maintenance of a parent/community support program
- Assists with the development and maintenance of a "Student Ambassador" program at selected sites
- Assists the Public Information Officer and Magnet Director in providing magnet school visibility within the East Baton Rouge Parish community
- Facilitates, with the school administration and staff, implementation of magnet activities at each site
- Plans and attends recruiting activities at targeted non-magnet school sites
- Meets with parent and community groups to provide information regarding magnet program opportunities
- Assists the Magnet Director with magnet school improvement efforts
- Compiles and maintains written records and reports on recruitment and public relations activities
- Accepts responsibility for other assignments as directed by the Magnet Director

**Other Duties:**

Other duties as assigned that are related to the functions of the position.

**Essential Functions/Qualifications/Requirements:**

**Education and Experience:**



Minimum of a Bachelor's degree from an accredited college or university. A minimum of two (2) years experience in Human Resources, schools, marketing, and/or recruiting is preferred. Experience in public relations, recruiting, or advertising is desired, but not required.

### **Work Environment Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.