



POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
 December 2014

SECTION I: GENERAL INFORMATION

Position Title: Targeted Services Recruitment Specialist	Department: Targeted Services
Immediate Supervisor's Position Title: ALC Director	FLSA Status: Non-exempt
Band/Grade/Subgrade: B - 2 - 1	Bargaining Unit: Teacher
Job Summary: The Targeted Services Recruitment Specialist will be responsible for recruiting staff and students for the Targeted Services PLUS program as well as being available to answer questions at a building level. This will include organizing, scheduling, and coordinating any informative and/or recruitment meetings for the Targeted Services sites. These meetings may be groups or an individual basis. Additional duties will be to assist the Targeted Services staff with referrals, CLPs, and qualifying of students.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Recruiting staff and students for the Targeted Services programs and answering any questions by building staff that is related to programming.
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility: Recruitment through meetings, individual talks, or group discussions. Also being present for building staff to answer any questions related to programming.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Assist ALC staff with building specific tasks.
Percent of Time:	40%	
Tasks involved in fulfilling above duty/responsibility: Assist by getting and organizing referrals, CLPs, and assisting with the qualifying of Targeted Services students. Disseminate student recruitment materials and manage returned registrations.		

Duty/Responsibility No:	3	Statement of duty/responsibility: Assist with the planning of the Targeted Services programming.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility: Attend age appropriate Targeted Services planning meetings		

(approximately once a month).

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Bachelor's degree required.	
High school diploma or GED.				Major field of study or degree emphasis:	
1 year college		2 years college			
3 years college	X	4 years college			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Knowledge of building staff Relationships with building staff preferred Knowledge of Targeted Services goals, philosophy	
2nd year graduate level					
Doctorate level					
Required Work Experience in Addition to Formal Education/Training:					
Required Supervisory Experience:					
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Teaching license required			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work:

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Department Head	Date

Signature – Human Resources

Date

Classification History: