



We are pleased to announce that we are seeking qualified applicants for the position of **RETENTION & SUBSTITUTE SPECIALIST**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** Retention and Substitute Specialist  
40 hours/week, Mon-Fri, 250 days/year (pro-rated for remainder of 2022-23)

**LOCATION:** HDREC – Redmond

**START DATE:** As soon as possible

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, starting range \$25.06 - \$30.51/hr, DOE  
Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS: DEFINITION**  
The Retention and Substitute Specialist will fill two distinct roles within the Human Resources Department. Under general supervision, the Specialist will take the lead in developing sustainable strategies to build and maintain a diverse workforce, including utilizing digital and other media resources, attending job fairs and other recruitment events, developing networks with community and staff, and developing other strategic recruitment partners and outlets. The High Desert ESD provides substitute teaching and educational assistant services for many local school districts across much of the Central Oregon region. The Specialist works to develop and implement regional substitute policies and procedures. The Specialist coordinates, facilitates and monitors the substitute hiring and pay process. Performs a full range of clerical and technical specialized duties requiring detailed knowledge of substitute procedures. Specific duties include processing and retrieving confidential records, generating reports and tracking information. Maintain and modify substitute files, process criminal record clearances, process substitute payroll.

Please see attached job description for additional information, qualifications and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Tuesday, October 4, 2022

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Kristen Johns, 541.693.5625, [kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

**TO APPLY, SUBMIT THE FOLLOWING**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org)) or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Manager  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 9/19/2022  
  
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DIRECTOR OF HUMAN RESOURCES  
Posting # C22-23/129-6403

# **RETENTION & SUBSTITUTE SPECIALIST**

## **Definition**

The Retention and Substitute Specialist will fill two distinct roles within the Human Resources Department. Under general supervision, the Specialist will take the lead in developing sustainable strategies to build and maintain a diverse workforce, including utilizing digital and other media resources, attending job fairs and other recruitment events, developing networks with community and staff, and developing other strategic recruitment partners and outlets. The High Desert ESD provides substitute teaching and educational assistant services for many local school districts across much of the Central Oregon region. The Specialist works to develop and implement regional substitute policies and procedures. The Specialist coordinates, facilitates and monitors the substitute hiring and pay process. Performs a full range of clerical and technical specialized duties requiring detailed knowledge of substitute procedures. Specific duties include processing and retrieving confidential records, generating reports and tracking information. Maintain and modify substitute files, process criminal record clearances, process substitute payroll.

## **Qualifications**

This position requires an Associate degree and three years of specialized and general office experience or any combination of education and experience which would provide the desired skills, knowledge and ability required to perform the job. Preference will be given to applicants bilingual in English and Spanish. Previous experience working in an office setting is preferred. The candidate will also have a strong understanding of retention strategies, particularly strategies that assist in retaining diverse candidates. The person in this position must be highly competent in the use of computers and appropriate software specific to the needs of the position including Microsoft applications and Google Workspace. The assistant must be highly organized, able to work with deadlines, and have a courteous and helpful attitude at all times. The ability to perform significant reaching, bending, stooping, crouching and lifting 30 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports To** Human Resources Manager

## **Performance Responsibilities**

1. Develop creative ideas to promote self-care and burnout prevention through activities that may focus on mindfulness, clubs, work site improvements, social events, off-site activities and similar programs that build community and individual resiliency for staff
2. Partner with hiring managers to identify recruitment needs and implement strategies to develop recruiting pipeline
3. Plan and execute recruitment and selection events including, but not limited to job fairs, interview days, college campus visits, internship development
4. Collect applications and verify necessary credentials for substitute teachers
5. Conduct substitute sign ups and orientations as outlined by the Human Resources department. Sign ups and orientations may be completed individually or in groups up to 30 or more
6. Accurately maintain confidential personnel files and records
7. Set up and accurately maintain official information in the employee information system
8. Compose correspondence in accordance with established procedures or instructions
9. Communicate effectively with customers, employees and the general public using tact, courtesy and good judgment
10. Interpret and apply substitute information in making work decisions or in providing information to others
11. Work independently and make appropriate decisions regarding work methods and priorities
12. Operate standard office equipment
13. Work with accuracy and attention to detail
14. Coordinate multiple work projects
15. Contribute to a positive and productive work environment
16. Communicate appropriately and effectively through use of email
17. Respect and maintain confidentiality in all situations
18. Organize and manage workload on a semi-independent basis
19. Present at substitute orientations which will include speaking in front of groups
20. Works collaboratively and cooperatively with internal and external partners.
21. Compile accurate data for required reporting
22. Back-up Aesop Specialist as needed
23. Provide HR office support as needed
24. Fulfill other related duties as assigned

**Terms of Employment** Salary, benefits and vacation are established by policy and collective bargaining agreement.