



APPLICATIONS ARE INVITED FOR THE POSITION OF

RECRUITMENT SPECIALIST

HUMAN RESOURCES DEPARTMENT

NON-UNION LEVEL 9: \$75,341 - \$90,409

Our Vision:

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation, and action. Servant-leadership that is visionary, empowering, and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD:

The TCDSB is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. At Toronto Catholic, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. Catholic Social Teachings, the Ontario Catholic School Graduate Expectations and the Board's Pastoral Plan are foundational to our exemplary approach to teaching and learning in the 21st century.

The TCDSB is proud to be a significant part of the fabric of publicly-funded Catholic education in the province of Ontario. We serve more than 90,000 students in more than 195 Catholic schools in the city of Toronto and represent close to 475 000 catholic school supporters.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- Minimum 3-year College Diploma in Human Resource Management or equivalent program(s) or an equivalent combination of education and recruitment experience
- Minimum two (2) years of related experience conducting full cycle recruitment activities in a similar position or a related environment with preferred focus in a unionized, public-sector organization
- Thorough knowledge of the *Ontario Human Rights Code* and recruitment best practices
- In-depth experience with ATS Applicant Tracking System
- Significant experience with contemporary strategic talent sourcing, outreach, and selection using a variety of active and passive sourcing approaches to attract and hire top talent
- Extensive computer literacy including proficiency in Microsoft Office Suite and Outlook
- Proven ability to work well under pressure while managing multiple priorities
- Excellent problem-solving, time-management and organizational skills
- Ability to work with minimal supervision and to deal effectively with all employees and all levels of administration
- Excellent interpersonal and communication skills
- Written and verbal proficiency in French is an asset
- Certified Human Resources designation is an asset
- Previous supervisory experience is an asset

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Senior Manager of Recruitment, the primary function of this position is to lead recruitment initiatives for teaching positions by providing a supportive leadership role to the Senior Manager of Recruitment, and to provide daily supervisory oversight to assigned administrative staff on established recruitment protocols, practices, and procedures. Duties and responsibilities include but are not limited to:

- Oversight of recruiting initiatives for teaching positions, inclusive of the recruitment of qualified and unqualified French teachers
- Provide daily supervisory oversight to assigned administrative staff and guidance on established recruitment protocols, practices, and procedures, including recruitment targets
- Jointly oversee Talent Acquisition Specialist and assign recruitment priorities in collaboration with Senior Manager, Recruitment
- Oversee the department's bilingual recruiting, screening, interviewing processes
- Involvement in the recommendations, selections, and placements of candidates for Teaching positions as well as other employee groups as needed
- Liaise with Board management staff on daily recruitment needs and prioritize those needs
- Establish and coordinate interview panels, provide guidelines in effective interview practices and relative questions in compliance with Ontario Human Rights Code
- Analyze interview results and provide recommendations to the Senior Manager and other management level staff
- Provide supportive leadership role to the Senior Manager, Recruitment with ongoing projects and initiatives that will support the Board's strategic renewal plan
- Coordinate required activities to promote the TCDSB brand at job fairs and ongoing outreach recruitment programs for ongoing teacher recruitment
- Organize and supervise, as required, various system wide functions supported by Human Resources Department
- Participate in department management meetings, other committees as required
- Daily supervision of personnel support staff including training and guidance and performance related matters
- Support new recruitment initiatives related to software enhancements
- Act as the department liaison to Teacher College programs
- Participate in assessment processes including interviews as a subject matter expert and a representative of the Human Resources department
- Maintain oversight of the recruitment and selection process in a manner that is consistent with TCDSB's policies and procedures and industry/recruitment best practices
- Maintain a high degree of confidentiality, decision-making discretion (within established protocol and guidelines), tact and judgement
- Perform other duties as assigned or required in support of the Recruitment section and Human Resources department

Diversity and Inclusion:

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and community we serve. As such, we welcome and encourage applications from candidates who self-identify as Indigenous, racialized, and persons with disabilities. You are invited to voluntarily indicate if you identify as one or more of these underrepresented groups. This information will be kept confidential.

Barrier-Free Recruitment and Selection:

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process.

Please inform the Human Resources department at the time of your application of any requirement for an accommodation. Accommodations will be provided in accordance with the *Ontario Human Rights Code*.

Interested applicants are asked to submit a completed résumé and cover letter, no later than
Wednesday, September 21, 2022.

Applications are to be submitted online through “Apply To Education” at:
https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=a8db46e3-13cd-48b7-afeb-c1b0bbc224a9

We thank all applicants, however, only those selected for further consideration will be contacted.