

Recruitment Coordinator

Published Date: Sep 17, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$114,166.00 - \$142,062.00 Yearly

APPLICATION FILING DATES

Apply Now! The application period will close at **11:59 PM on Wednesday, October 8, 2025.**

Open: 09/17/2025

Close: 10/08/2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>)

DEPARTMENT

Human Resources will direct all efforts and resources to recruit, develop, assist, and support principals and teachers to create learning environments that ensure every student achieves academically.

Our Human Resources Division is committed to serve the students and families of the Los Angeles Unified School District, by recruiting and developing caring, knowledgeable and courageous educators, school leaders and support staff.

Our mission is to recruit talented, compassionate staff from a diversity of backgrounds and provide multiple pathways for ongoing rigorous and relevant professional growth and development.

For more information about the HR Department, please visit <https://www.lausd.org/hr>

THE POSITION

The Recruitment Coordinator manages and coordinates full-cycle recruitment efforts and career pathway advisement activities.

The Recruitment Coordinator receives general supervision from an administrator. Supervision is exercised over lower-level staff.

THE IDEAL CANDIDATE

The ideal candidate is a dynamic and dedicated educational professional with strong background in educational leadership and instructional supports. They are outgoing and approachable, demonstrating a unique ability to connect with others to build meaningful relationships with educational partners, recruit and inspire others to join teaching profession.

This individual must be flexible and available for local, national, and international travel via all modes of transportation, including car, train, or air, as needed, to fulfill outreach, recruitment, training, and partnership opportunities.

They bring in-depth knowledge of education regulations and compliance, including the California Education Code, the California Commission on Teacher Credentialing (CTC) requirements, the Los Angeles County Office of Education (LACOE) process, and guidelines established by the California Department of Education. They are also well-versed in federal mandates such as the Every Student Succeeds Act (ESSA) and understand how these policies apply to public school district operations.

JOB DUTIES/RESPONSIBILITIES

- Manages, plans, and coordinates activities related to employee recruitment and career pathway advisement.
- Develops, coordinates, reviews, and implements comprehensive recruitment strategies and plans.
- Plans, coordinates, and attends a variety of recruitment events to identify and engage a diverse pool of applicants.
- Develops and maintains strong partnerships with local, state, national, and international colleges, universities, and other community agencies.
- Travels to in-state, out-of-state, and international recruitment events as needed.
- Advises applicants and candidates on career pathway options based on individual circumstances and provides information about opportunities and benefits offered by the District.
- Reviews and monitors application materials which include employment references and verifications.
- Oversees assigned staff performing activities related to recruitment and career pathway advisement.

For a complete class description, please visit <https://careers.lausd.org/pc>, under >Working at LAUSD> and select >Job Descriptions-Classified Jobs. Search for the position under its official title.

Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities.

MINIMUM REQUIREMENTS

EDUCATION: Graduation from a recognized college or university with a bachelor's degree, preferably in human resources, public administration, education, a behavioral science, or a related field.

EXPERIENCE: Four years of recruitment experience that included developing recruitment plans, sourcing candidates, and conducting preliminary application screening. One year of the aforementioned experience must include recruiting for a California K-12 school district. A master's degree in human resources, public administration, education, a behavioral science, or a closely related field may be substituted for up to two years of the required experience.

Special: A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES: Must be willing to travel throughout the State of California, out-of-state, and out of country as needed. Employees in this class may be required to work atypical work weeks, evenings, and weekends.

BENEFITS

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: 24 days each year.

Paid Holidays: Up to 13 days.

APPLICATION PROCESS

After application materials (questionnaire(s), application, resume, and cover letter) are reviewed and determined to meet the minimum qualifications, qualified candidates will move on to the next phases of our selection process.

The tentative selection process may consist of one or more of the following: Training and Experience Evaluation (T&E), a Technical Project, and/or a Technical Interview.

RETAKE PERIOD: Candidates who have taken the Recruitment Coordinator test parts within the last four (4) months may be ineligible to participate in any test part within that time period.

This is a competitive process and we anticipate a number of well qualified candidates for this recruitment. Please make sure that you describe in DETAIL your experience, education, and training that most closely relates to this position in your application. You may include a professional resume, but it will NOT be in lieu of a detailed application and the required questionnaire. It is imperative that your application reflects your true and accurate background. Furthermore, if you have assisted in an interim or other temporary assignment or worked out-of-class for a significant and specified duration of time, include the contact information of your immediate supervisor during that assignment and be prepared to present verification from the official (local district superintendent, department administrator, or supervisor) validating your claim.

Please be sure to include correspondence from @lausd.net AND @successfactors.com as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder. All notifications regarding this recruitment will be sent via email.

PLEASE NOTE: Qualified Candidates will be required to present an unexpired government identification at the time of the test. If you are unable to attend the scheduled test date, rescheduling is NOT guaranteed. We encourage you to visit our website periodically to check for the next recruitment and we encourage you to apply to any positions for which you believe you meet the minimum qualifications. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://careers.lausd.org/pc>.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net. To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have any questions regarding this recruitment, please contact Jessica Carrera at jessica.carrera@lausd.net.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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