



T U L S A

PUBLIC SCHOOLS

*Equal Opportunity Employer*

**Job Description**

**Job Title: Director of Certified Talent**

**Reports to:** Chief Talent Management Officer  
**Department:** Talent Management  
**Number of Days:** 12 Months  
**Compensation:** BG-11  
**Overtime Status:** Exempt  
**Date Job Revised:** June 30, 2016

**Position Summary:** Management of Talent Management for certified personnel; assessing district staffing needs, formulating and implementing strategies to recruit instructional personnel to satisfy the district's needs. Supervise the verification and maintenance of certification and other personnel records. Supervise intern teaching program, substitute teachers, and training for all district personnel.

**Qualifications/Job Requirements:**

**Education:**

- Master's degree in Education or Business

**Specialized Knowledge, Licenses, etc:**

**Experience:**

- Seven years of experience in Human Resources or a combination of Human Resources and Education
- Experience in public education preferred
- Recruiting experience necessary

**Specific Training/Skills:**

- Must be familiar with a wide range of recruiting and placement techniques
- Must be familiar with Oklahoma Education Certification requirements and federal/state employment law statutes
- Good communication and organizational skills
- Proven leadership and management skills
- Problem solving and critical analysis skills essential

**Physical Requirements (If Applicable):**

**Other:**

**Scope of Authority (If Applicable):**

- 

**Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):**

- 

**Customer Contacts:**

- Internal: School principals  
ESC Managers  
Certified Personnel
- External: Applicants  
Colleges/Universities

**Duties and Responsibilities:**

- Assists in assessing the District's certified staffing needs, formulating and implementing a strategy to improve recruitment of instructional and personnel.
- Supervise the verification and maintenance of certification and other personnel records.
- Process personnel changes as required. Interact with District Management Committees.
- Disseminate personnel changes to appropriate individuals, schools, and departments.
- Maintain application files for teachers and other appropriate certificated personnel.
- Assist the Chief Talent Management Officer in interpreting personnel policies, procedures, rules and regulations to certificated employees and to the public.
- Counsel with certified employees and applicants concerning vacancies, certificates, evaluations, employment, transfer and terminations.
- Facilitate the placement and evaluation of intern teachers and pre-intern teachers within the District.
- Supervise intern teaching program, substitute teachers, and training for all district personnel.
- Supervise and evaluate Substitute Teaching Department
- Assist professional staff in the preparation, training and orientation for District certified employees.
- Keeps informed on trends that effect job responsibilities.
- Attends workshops and conferences related to certificated personnel practices and procedures.
- Works with the Human Rights Coordinator to investigate employee complaints and grievances and recommends corrective actions.
- Monitors bills in the state legislature related to school personnel matters and recommends district support or opposition.
- Attends Oklahoma State Department of Education Board Meetings.
- Assist with the preparation of all agenda items related to Personnel for School Board Meetings.
- Design, obtain resources, and implement annual college recruiting program.
- Assess the District's certified staffing needs and implement strategies to recruit and retain personnel.
- Direct fall and spring TPS college marketing events and subsequent campus interviews for classroom teachers.
- Create pool and manage interview process for classroom teachers.
- Develop, update, and maintain selection tools and client communication systems for effective and efficient employment selection.
- Manage external and internal employment inquiries, as well as trouble-shooting down-stream new hire processing issues.
- Develop and track recruitment measures to assess recruitment effectiveness. Make annual recommendations to improve over recruitment.
- Work with Teach for America-Oklahoma with staffing, certifications and assignments.
- Works with Federal Programs with HOUSSE, Certifications and District Corrective Action plan.
- Responsible for training and orientation for District employees and New Teacher Orientation
- Responsible for the implementation of the "Teacher of the Year" plan
- Assist with the Annual District Recognition Program
- Works with Professional Development Office to develop programs of continuing education in the area of teacher evaluation.
- Performs other duties as assigned...