



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Director of School Talent Management

Reports to: Executive Director of Talent Management
Department: Human Capital
Compensation: EG-09
Number of Days: 12 Months
Overtime Status: Exempt
Current Date: June 20, 2016

Position Summary: Lead, create, implement all Talent Management Partner processes, in order to develop and grow collaborative relationships with principals and Instructional Leadership Directors (ILD). Serves as the primary point of contact to the ILDs in the development of processes effecting evaluations, support assistance, PDP reviews, on-boarding, new hire selection and personnel sustainment.

Qualifications/Job Requirements:

Education

- Master degree within related field.
- Certified Administrator

Experience

- Minimum of three – five years' experience as a Talent Management Partner.
- Read and interpret documents, such as district manuals. Write routine reports and correspondence. Speak effectively before groups of administrators, teachers and agencies.
- Must be proficient in the Teacher Leader Effectiveness evaluation program.

Other:

- Ability to interface with all levels of the organization and to coordinate multiple and changing priorities.
- Ability to work as a team member exhibiting a contributing, collaborative work style.
- Robust problem solving skills and the ability to act decisively.
- Strong interpersonal skills.
- Ability of make administrative and procedural decisions and judgments on sensitive, confidential HC issues. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- Strong coaching and conflict resolution skills. Expresses ideas and thoughts clearly verbally and in written form. Exhibits good listening and comprehension skills. Keeps other adequately informed. Selects and uses appropriate communication methods.

- Ability to manage multiple projects simultaneously with strong results/goal orientation. Prioritizes and plans work activities; uses time efficiently; plans for additional resources; integrates changes smoothly; and, works in an organized manner.
- Sets high goals and strives to improve performance and maintain a level of excellence. Takes chances and tries new approaches to accomplish a task.
- Displays HC management skills and knowledge. Demonstrates appropriate technical skills or knowledge required to perform the essential duties as described in the job description.
- Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of documents in written, oral, diagram or schedule form.
- Demonstrates customer service skills, leadership ability and decision-making skills.

Customer Contacts

- Internal: School principals, Instructional Leadership Directors, TAESP/TASSP Associations
- External: Tulsa Classroom Teachers Association

Duties and Responsibilities

- Cultivate awareness among school administrators and HC team members that a core function of Talent Management is to support the growth of Talent Management at the school level.
- Develop and grow collaborative relationships with principals by serving as the primary business partner contact.
- Establish effective ongoing professional development opportunities to help principals manage Talent Management, including “just in time” training to principals on talent management related topics as requested.
- Enhance principals’ abilities to effectively and efficiently manage talent management within their school by providing human resources data and related counsel and advice that will allow principals to more effectively manage talent management issues within their schools.
- Be actively involved in the Teacher Leader Effectiveness (TLE) process, to include a review of all Personal Development Plans (PDP) and oversee corrective measures to ensure change and make recommendations to tough personnel actions tied to TLE.
- Liaison with other teams with the Talent Management Department to ensure the efficient and effective delivery of human resources services to school administrators.
- Monitor, project and plan for specific unit and FTE instructional needs for assigned schools.
- Assist principals in finding high-quality candidates to meet individual school needs.
- Provide guidance regarding teacher dismissal procedures.
- Work with evaluators to compile necessary documentation and coordinate with legal staff to satisfy procedural requirements for dismissal.
- Take responsibility for overall direction, coordination and evaluations of assigned schools.

- Carry out responsibilities in accordance with the organization's policies and applicable laws.
- Provide counsel and assistance to school administrators on a broad range of human resource issues, including school employee staffing and retention, employee performance management, employee training and development, labor relations and employee relations.
- Collaborate with other School Partners to develop and implement human resources policies that strengthen the ability of schools to attract and retain the best educators and staff members.
- Assist the principal and central office staff in analyzing relevant HC data regarding teacher quality, turnover, absenteeism and other significant levers in improving workforce excellence and develop appropriate strategies to address the data indicators.
- Attend relevant meetings including professional conferences and School Board meetings as necessary.
- Participate in local, state and national organizations and maintain a high level of expertise.
- Assume other duties as assigned.