



Job Title: Director of School Talent Services

Department: Talent Management
Reports To: Chief Talent Officer
Grade: BG-11
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 11, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The director of school talent services is responsible for the provision of essential talent services to all schools including staffing and placement, employee services and access to workforce analytics. Support principal supervisors and school leaders with developing sound workforce plans to recruit and acquire talent, maximize retention efforts and improve employee supports. Analyze and forecast student and educator needs. Support the improvement of school leader talent management practices specific to planning, branding, sourcing, recruiting selection and placement.

Minimum Qualifications:

- Master's Degree or its equivalency required in Business Administration, Human Resources, Industrial/Organizational Psychology, Leadership, Education Management, Education Leadership, Education Policy, or related field
- A minimum of three years of experience as the leader and manager of projects, programs, departments, or school buildings; experience should include utilizing management techniques, communications, planning, analytics, etc.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Develop a system of essential supports and services to schools including staffing, placement, employee services and access to workforce analytics
- Enhance school leader's abilities to effectively and efficiently manage talent management within their school by providing talent data and related counsel and advice on a broad range of human resource issues
- Work with building leaders to analyze the school building's short- and long-term needs for instructional staffing
- Identify sources of high-quality candidates by finding patterns among high-performing employees (e.g., education, work experience, other job-related characteristics)
- Work closely with talent management leaders and others across the organization to ensure school leaders have the necessary supports to make effective talent decisions regarding branding, sourcing, hiring, staffing, development and performance management
- Serve internal and external customers by collecting feedback to determine value, designing service standards and processes, utilizing data and analysis to facilitate data-driven conversations that promote shared accountability
- Lead, mentor and support the development of team members
- Support the development of key strategies to ensure a building culture that is inclusive, representative of the populations served
- Assist in the monitoring of project milestones so optimum service and value is realized; develop project objectives for the team, monitor performance and provide support as required
- Participate in local, state and national organizations and maintain a high level of expertise
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Strategic management

- Ability to translate strategy into actionable plans and timelines, and drives effective allocation of resources
- Draw insight from multiple sources to shape vision and strategy
- Apply multiple techniques to develop solutions for the department
- Ensure environment and encourage innovation creativity
- Evaluate solutions with a focus on scale and sustainability
- Recommend course of action for organizational decisions informed by research, data and constituent perspectives

- Make timely departmental decisions, consider implications and ensure effective execution
- Ability to develop project management processes and coach staff on using said processes effectively
- Understand and anticipate cross-functional implications of departmental decisions
- Make financial decisions and allocate resources to meet department-level goals

Effective teaming

- Develop talent by coaching and providing stretch opportunities
- Provide effective feedback so individuals and teams can improve
- Mentor peers and direct reports to achieve full potential
- Promote value of diversity and inclusion across the organization and department
- Ensure that perspectives from within organization and from constituent groups are reflected in decision making and planning
- Mediate complex conflicts and coaches others to mediate
- Provide appropriate support to encourage teams and individuals to raise issues in service of student impact and organizational effectiveness

Self-management

- Facilitate a departmental culture that promotes reflecting on results, identifying challenges and sharing mistakes made
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- Ability to communicate effectively across mediums to a range of internal and external audiences
- Ability to be a team player and collaborate with others across the organization
- Ability to work with ambiguity in a complex and dynamic environment
- Strong verbal and written communication skills
- Ability to continuously seek to learn from leaders, departments and teams throughout the organization to improve
- Adept at creating a trusting departmental culture that empowers and support team leaders to own decisions experiment and take risks
- Ability to maintain confidentiality in all aspects of the job
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- High comfort level with technology and the ability to troubleshoot issues and adept at learning new programs/platforms/applications quickly

Supervisory Responsibility:

- Supervise talent acquisition specialists and talent analysts

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.