



## **Job Title: Director of Support Talent - Talent Management**

**Reports to:** Executive Director of Talent Management  
**Department:** Talent Management  
**Compensation:** BG-11  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** July 17, 2014

**Position Summary:** Responsible for developing and implementing the Talent Management strategic plan for Tulsa Public Schools support personnel. Will manage employment, personnel records, compensation, regulatory compliance, Worker's Compensation, unemployment, labor relations and property, casualty, and liability claims and other Talent Management functions. Represent Talent Management support personnel at meetings, community and District functions as required.

### **Qualifications/Job Requirements:**

**Education:** Bachelor's degree (Master's preferred) in business or related field.

**Specialized Knowledge, Licenses, etc:**

**Experience:**

- Must have ten years' experience in the field of Talent Management with the majority of that time spent in a supervisory or managerial role.
- Should possess a diversified Talent Management background with experience in employment, employee/labor relations, compensation, benefits, succession planning and regulatory compliance processes.

**Specific Training/Skills:**

**Physical Requirements (If Applicable):**

**Other:**

- Must be a strategic thinker, with good written and verbal communication skills.
- Must be a team player.
- Must be an agent for change

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

**Customer Contacts (Internal and External):**

- Internal: Management Committee, Principals, Administrators and Teachers.
- External: Board Members, Human Resource Executives

**Duties and Responsibilities:**

- Coordinates with the Director of Certified Talent, principals, other work site managers and appropriate Division of Talent Management staff for employment, placement, transfer and termination of employees.

- Assist principals, other work site managers in performance management and documentation.
- Assesses the District's support staffing needs, formulating and implementing a strategy to improve recruit of personnel.
- Supervise and evaluate HC Partner for Support Talent and HC Finishers.
- Works with professional development staff to develop programs of continuing education for support personnel.
- Assists Directors and other Division Supervisors in responding to support personnel Talent Management needs for each school site.
- Ensures that all support employees maintain necessary qualification regarding licensure, certification, technical skills and legal status.
- Monitors all employment practices and job assignments to ensure the District's commitment to equity in staff placement and fairness in the treatment of all employees.
- Supervises the preparation of job descriptions for all employee positions, reviewing and upgrading them as necessary.
- Ensures that current, complete and accurate records are maintained for full-time and part-time employees.
- Works with certificated, support, and benefits Talent Management staff to ensure quality service is tendered.
- Reviews recruitment efforts in order to maintain an acceptable pool of qualified applicants.
- Delegates certain administrative responsibilities to appropriate staff members in the division.
- Ensures that all Board of Education policies and administrative regulations concerning employees are followed throughout the District.
- Works with the Executive Director – Talent Management to develop and monitor an annual budget for the needs of the Division for Talent Management.
- Plans and coordinates a program of performance evaluation of all support employees.
- Responsible for the design and administration of job-related selection instruments for support employees, including written test, interviews, supplemental applications and related performance examination.
- Plans and administers, in conjunction with the payroll department, the District's fringe benefits program, including leaves of absence, medical and dental benefits, retirement, unemployment compensation, and worker's compensation.
- Conducts surveys related to salaries, fringe benefits, staffing patterns and working conditions.
- Recommends policies, rules and regulations for the District's program of personnel administration.
- 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.
- Supervise preparation of all agenda items related to Personnel for School Board meetings.
- Serves as a member of the Leadership Team.
- Responds to specific annual job objectives as identified by the Chief Talent Management Officer.
- Collaborates with the Administration Staff to plan programs to meet all district-wide support personnel needs.

- Administers the Benefits program (worker's compensation, health, dental and life insurance, leaves of absence and retirement) for all employees.
- Represents the District in various community committees and organizations, which are essentially concerned with matters concerning Talent Management.
- Performs other tasks as assigned by the Chief Talent Management Officer and Executive Director – Talent Management.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.