



**Job Title: Executive Director of Talent Management**

**Department:** Talent Management  
**Reports To:** Chief Talent Officer  
**Grade:** XG-01  
**Number of Days:** 12 Months  
**Current Date:** June 22, 2016  
**Overtime Status:** Exempt

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**Job Objectives:** Reporting to the Chief Talent Management Officer, the Executive Director provides supportive leadership, direction and guidance for the strategic initiatives and day-to-day operations of the Talent Management Division with a primary focus on the latter. Through operational focus complements the overall mission to find and retain great talent for all positions in the organization in order to meet the goal of high school achievement. Provides support in the development and implementation of strategic goals in recruitment, selection, induction, deployment, performance management and professional development of all employees with a strong focus on teacher and leader effectiveness. Leads the written process development for all functions within Talent Management and provides a design for written process development to other TPS departments and divisions.

**Minimum Qualifications:**

- Masters' Degree preferred in Educational Administration, Human Resources, Business, Labor Relations, or closely related field.
- Must have a minimum of 5 years significant experience in a leadership role, preferably working in a Talent Management or human resources position in a collective bargaining environment.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Initiates ideas, concepts and processes for subsequent review / approval consideration by the Chief Talent Officer.
- Provides input into the development of annual Talent Management metrics, which result in attracting and deploying a highly effective work force that achieves rigorous student outcomes.
- Provides day-to-day operational and functional oversight of the collaborative efforts of all departments and processes related to Talent Management, including the recruitment, selection, assignment, development, induction, credentialing and performance management of all staff.
- Provides advisory guidance, input and oversight in the implementation of Talent Management and human resources policies and processes.
- Assists in the development of annual performance plans which enable the Division to meet its commitments as stated in the Talent Management and Strategic Plans.
- Frequently reviews and utilizes metrics related to Talent Management to assure attainment of goals and quality measures of the workplace and shares written recommendations for subsequent review

and/or actions by the Chief Talent Officer.

- Provides day-to-day operational and functional supervision of all staff within the department to ensure a service model that focuses on the Talent Management needs of schools and all work locations;
- At the direction of the Chief Talent Officer, collaborates with all Divisions, Departments, Deputy and Associate Superintendents and Executive Staff members to ensure cross-functional implementation of the school system's Talent Management Strategy, school staffing and other related initiatives.
- Interprets Board policies and procedures to staff and makes recommendations to the Chief Talent Officer for policies and procedures pertinent to Talent Management issues.
- Acts as a transformational change agent and initiatives, with prior approval of the Chief Talent Officer, process redesign and continuous improvement in all aspects of Talent Management work.
- Anticipates the needs of the organization's Talent Management capacity and utilizes data and information to accurately project and present to the Chief Talent Officer adjusts to those needs.
- Accepts any other duties and responsibilities as assigned by the Chief Talent Officer.

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

- Ability to lead the TM staff in the day-to-day functions and operations of Talent Management with the result of a collaborative, cohesive and efficacy-based team of committed employees who instill a climate and culture of SERVICE in all that they do.
- Ability to Work Closely with Building-Level Administrators – Understands the role of Building-Level Administrators as primary customer and to provide services to all employee groups and sub-groups effectively and efficiently.
- Ability to Collaborate – Proactively works in partnership with others to achieve a common goal or necessary objective; builds rapport and cooperative relationship with others; establishes and maintains strong relations with employee associations and relevant stakeholders.
- Ability to Deliver Effective Customer Service – Makes customers and their needs a primary focus. The Executive Director exhibits this culture and models same for his/her staff members so as to assure a consistent expansion of the service culture to all. Takes appropriate, immediate action to meet customer needs and concerns and continually assesses feedback from customers to make improvement.
- Ability to Work Effectively As a Team Member – Serves as the functional and operational arm of Talent Management to move the TM team toward the completion of goals and assignments, functioning within time-sensitive parameters. Informs, involves and seeks input from others by sharing important relevant information, in a timely fashion, with all affected parties. Places higher priority on team and organizational goal.
- Ability to Communicate Effectively – Effectively conveys reliable accurate information so that the recipients clearly understand its intent. Uses appropriate written, verbal or electronic communication form to disseminate information. Develops an acute sensitivity to the issue of timely involvement of all decision-makers to any process.
- Ability to Maintain Confidentiality – Makes effective business decisions regarding with whom to discuss sensitive and confidential information. Respects the privacy of others and maintain the confidentiality of information to which exposed. Consistently uses good business judgment.

**Supervisory Responsibility:** Director and Partner level positions in the Talent Management department.

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

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