



T U L S A

PUBLIC SCHOOLS

Job Title: Human Capital Talent Specialist

Department: Human Capital
Reports To: Director of Teacher Talent
Grade: BL-03
Number of Days: 12 Months
Security Access: ESC
Current Date: April 10, 2013
Overtime Status: Exempt

Job Objectives: Provide analytical data that supports the recruitment and sustaniment of our teacher talent.

Minimum Qualifications:

- Bachelor's degree.
- Strong written and verbal communication skills.
- Strong analytical skills and ability to travel.

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.

- Analyze research and report on teacher talent and performance to include sources of certification, GALLUP scores, TLE and Value Added scores, diversity.
- Compute and analyze data that supports recruitment and sustainability of talent.
- Develop, track and monitor Student teacher placements and contracts with Universities and Colleges.
- Assist in the overall recruitment and sustainability of teacher talent in the district.
- Develop and maintain teacher talent data bases to improve processes and procedures.
- Create and present a talent dashboard to monitor and track progress within the areas of recruitment and sustaniment of talent.
- Provide assistance to all recruiting events to include University/College career fairs, Student Teacher Job Fairs and New Teacher Orientation.

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

Proficient in Microsoft Office Excel, Word and Access, knowledge of MUNIS personnel system, strong organizational and interpersonal skills

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Supervisory Responsibility: Does not directly supervise any individuals.

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

- Office.
- Some travel outside the district.

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.