



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Talent Management Partner

Reports to: Executive Director of Talent Management or Director of School Talent Management
Department: Talent Management
Compensation: BG-10
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Created: June 20, 2016

Position Summary: Develop and grow collaborative relationships with principals and Instructional Leadership Directors by serving as the primary talent management contact and broker of all talent management disciplines. Supports and builds the capacity of principals in recruiting, selecting, assigning, developing, and retaining the most effective teachers and other school-based staff.

Qualifications/Job Requirements:

Education

- Master degree in administration or business related fields
- Certified Administrator, preferred

Experience

- Minimum of three years as principal or administrator, or equivalent business position

Core Competencies:

- Partnership – Works to establish a collaborative relationship and understanding of key needs.
- Analytical – able to organize and use data to draw insightful conclusions and recommendations to key stakeholders.
- Persistence – demonstrates willingness to go the distance to get things done and get things done right the first time.
- Creativity/Innovation – generates new approaches to challenges.
- Follow through on commitments – lives up to verbal and written commitments, makes timely actions.
- Strong interpersonal skills.
- Proficient at the Teacher Leader Effectiveness evaluation model and supporting programs.

Customer Contacts

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

Duties and Responsibilities

- Enhance principals' abilities to effectively and efficiently manage talent management within their school by providing human resources data and related counsel and advice 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.
- 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.
- 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.
- 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.
- 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 instructional staffing needs for assigned schools.
- Assist principals in finding high-quality candidates to meet individual school needs.
- Provide guidance regarding teacher dismissal procedures and work with evaluators to compile necessary documentation. Coordinate with legal staff to satisfy procedural requirements for dismissal.
- 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.

Additional Skills

- Strong coaching and conflict resolution skills. Expresses ideas and thoughts clearly verbally and in written form and effectively keeps others informed. Exhibits good listening and comprehension skills..
- 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.
- Demonstrated technical skills and knowledge required to perform the essential duties as described in the job description.
- Ability to interpret a variety of documents in written, oral, diagram or schedule form.
- Demonstrates customer service skills, leadership ability and decision-making skills.
- Read and interpret documents, such as district manuals. Write routine reports and correspondence. Speak effectively before groups of administrators, teachers and agencies.
- 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, dealing with a variety of concrete variables in situations where only limited standardization exists.
- 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.
- Carry out responsibilities in accordance with the organization's policies and applicable laws.

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