



T U L S A

PUBLIC SCHOOLS

**Job Title:** Talent Initiatives Manager

**Department:** Human Capital  
**Reports To:** Director of Teacher Talent  
**Grade:** BG-08  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** September 28, 2015  
**Overtime Status:** Exempt

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**Position Summary:** Leads the strategic talent management initiatives related to expanding teacher leadership opportunities, cross-departmental performance management and other key Human Capital functions. Provides analytical and strategic data that supports the recruitment and retention of our certified and non-certified talent.

**Qualifications/Job Requirements:**

**Education:**

- BS, BA, Master level preferred

**Experience:**

- 3 years of data management and/or analytical research
- Demonstrated knowledge through work experience of strategic planning and performance management structures
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**Specific Training/Skills:**

- Strong written and verbal communication skills
- Results oriented
- Intuitive managerial skills
- Working knowledge and ability to utilize a variety of technology software products
- Ability to make public presentations regarding the organization and opportunities

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

- Execute/implement pre-set plan.
- Limited authority

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

- Internal:
  - Cabinet members, Directors, District Administrators, Teachers
- External
  - Philanthropic communities, local civic organizations and media.

**Responsibilities and Essential Functions:**

- Lead initiatives focused on talent acquisition and development.
- Actively participate in the district’s Data Design and Development team focused on improving data quality, use, systems and culture across Tulsa Public Schools.
- Compute and analyze data that supports recruitment and sustainability of talent.
- Assist the Director of Teacher Talent and Director of Support Talent to design, obtain resources, and implement recruiting and retention programs.
- Work with the Director of Teacher Talent and Director of Support Talent to implement strategies to recruit minority applicants, applicants in critical shortage areas.
- Assist in the development and maintenance of selection tools for effective and efficient employment selection.
- Assist the Director of Teacher Talent to develop and implement strategies for teacher retention—especially novice teachers—and monitor the effectiveness of implemented strategies.
- Manage the implementation of teacher career pathways to include facilitating stakeholder engagement process (via steering committee and advisory groups, leading the recruitment and selection of teacher leaders and monitoring the effectiveness of the program.
- Provide oversight and assist in the development and management of the districts departmental performance evaluation process.
- Oversee the district’s Balanced Scorecard initiative to encourage goals, information sharing and accountability among Central Office departments.
- Provide down-stream new hire processing issues.
- Provide assistance to recruiting events including University/College career fairs, Student Teacher Job Fairs and New Teacher Orientation, as needed
- Collaborate with Human Capital Partners to strategically staff schools.
- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department /division during peak periods or when there is an overload of duties, and fills in when an individual is away from the work station.
- Perform other duties and tasks as assigned

**To perform this job successfully an individual must be able to demonstrate the following professional competencies:**

- Must be an analytical in approach and have the ability to make independent decisions
- Excellent research and writing skills with demonstrated ability to communicate information to various stakeholders
- Strong planning and organizational skills. Ability to prioritize and manage multiple tasks simultaneously.

- Strong project-management skills to oversee projects that require delegation, follow-up, work with external services, set and manage deadlines and ‘manage up’ to get information and approval
- Must be dependable and adaptable with the ability to change with little to no notice, taking the initiative to always move the program forward.
- Must continuously demonstrate professionalism and good judgment.

**Supervisory Responsibility:** Limited to no more than 2 employees.

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

- Office working environment
- Some travel outside of the district
- Occasional non-standard hours

**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.**