



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director, Human Resources**

**Reports to:** Chief Human Resource Officer  
**Department:** Human Resources  
**Compensation:** BL 11  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Recruit certified and support personnel. Maintain personnel records. Supervise the training and development of teachers and support personnel.

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

##### **Education:**

- Master's degree in Education or Business

##### **Experience:**

- Seven years of experience in Human Resources or Education field

##### **Other:**

- Must be familiar with a wide range of recruiting and placement techniques
- Must be familiar with the Oklahoma Educational Certification requirements
- Must be familiar with federal/state employment law statutes
- Good communication and organizational skills
- Must have proven leadership and management skills
- Problem solving and critical analysis skills essential

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

- **Internal:** School principals
- **External:** Applicants

#### **Duties and Responsibilities:**

- Design, obtain resources, and implement annual college recruiting and support training programs.
- Supervise the training and development of first year teachers and support personnel.
- Work with the Professional Development Office to develop programs of continuing education for employees.
- Assess the District's support staffing needs and implement strategies to recruit and retain personnel.
- Oversee the verification and maintenance of teacher certification and District personnel records.
- Assist the Chief Human Resources Officer in interpreting personnel policies and procedures.
- Direct fall and spring TPS college marketing events and subsequent campus interviews for classroom teachers.
- Create pool and manage interview process for classroom teachers, teacher assistants and paraprofessionals.
- Create pool and Develop, update, and maintain selection tools and client communication systems for effective and efficient employment selection.
- Manage external and internal employment inquiries, as well as trouble-shooting down-stream new hire processing issues.
- Completion of various projects and tasks as assigned.