



Job Title: District Talent Acquisition Coordinator

Department: Talent Management
Reports To: District Office and School Leader Talent Director
Grade: BG-5
Number of Days: 12 Months
Security Access: Mason Education Service Center
Overtime Status: Exempt
Last Revised Date: September 8, 2018

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Manage processes related to classroom substitutes, leadership selection and onboarding, as well as certified staff credentialing. Provide direct administrative support to the Director of Certified Talent.

Minimum Qualifications:

Education:

- Associate degree

Experience:

- Three (3) years' experience in administrative support, including project management or other related experience
- Demonstrate high level experience with Microsoft Access, Word, Excel and PowerPoint

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.

- Execute the district leadership recruitment and selection model
 - For district office
 - Post positions and search for candidates
 - Prescreen
 - Interview
 - Act as point of contact for vacancy owner
 - Liaise with other Talent Management areas (i.e. Compensation and Benefits)
 - Develop onboarding process with vacancy owner
 - Coordinate orientation with vacancy owner
 - Act as the window of service contact for all district office human resource requirements
 - For school leader and assistant principals
 - Post positions and search for candidates
 - Prescreen
 - Talent Planning sessions (nine-cell) and build a talent pipeline process for assistant principals
 - Interview
 - Act as point of contact for vacancy owner
 - Liaise with other Talent Management areas (i.e. Compensation and Benefits)
 - Administrative onboarding process
 - Coordinate orientation with vacancy owner
- Execute recruitment strategy for substitute teachers and positions, including face-to-face and telephonic interviews
- Tactfully deliver selection results to candidates
- Develop and manage all phases of the personnel hiring process for leadership positions, including candidate selection, background and eligibility verification, new-hire documentation, onboarding and orientation, HRIS data management, salary computation and employment contract preparation
- Ensure active and inactive personnel files for employee groups are organized, accurate, up-to-date, and in compliance with applicable law and regulations
- Act as the primary Talent Management point of contact for staffing position control and allocations and provide timely, accurate, and genuine customer-friendly administration of processes relating to transfers, demotions, promotions, leaves of absence, disciplinary issues, other employment related processes, and processing association membership set up and withdrawal information, as well as responses to inquiries regarding such processes

- Provide timely, accurate, and customer-friendly response to employment verification requests, credit checks, and reference checks
- Work cooperatively and effectively with peers in the payroll, benefits, federal programs, personnel, and other district offices for the benefit of internal and external customers
- Assist Talent Management peers with reporting and record keeping requirements as needed, as well as other customer service needs as may be necessary from time to time
- Dependable, punctual attendance and completion of assigned projects and responsibilities
- Taking and submitting fingerprints of Tulsa Public Schools employees and maintaining records of the results
- Prepare contracts and gather required documents for new hire packets
- Calculate pro-rata salary based on start date and experience
- Confirm allocation to ensure applicant can be hired
- Determine legal status of applicant
- 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 workstation
- Display ability to work collaboratively with others on a team
- Perform other Talent Management support functions as needed

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

- Project management and evaluation
- Critical thinking
- Design thinking
- Organizes, plans, and prioritizes work by developing specific goals and plans
- Schedules events, programs, and activities, as well as the work of others
- Seeks critical feedback and adjusts based on feedback
- Makes decisions and solves problems by gathering and analyzing information and evaluating the results
- Oscillates between independent and collaborate work with relative ease
- Must have a genuine desire to help people and be customer service focused at all times
- Must demonstrate personal characteristics of honesty, integrity and professionalism
- Must be comfortable with conducting presentations for small and large groups
- Must be able to hold to strict confidentiality rules

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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

- Office, sedentary work, with limited exposure to elements and have the ability to lift no more ten pounds

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.