



Job Title: Director of Certified Talent

Department: Talent Management
Reports to: Chief Talent Management Officer
Compensation: BG-11
Number of Days: 12 Months
Overtime Status: Exempt
Last Revised Date: June 30, 2016

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: Management of Talent Management for certified personnel; assessing district staffing needs, formulating and implementing strategies to recruit instructional personnel to satisfy the district's needs. Supervise the verification and maintenance of certification and other personnel records. Supervise intern teaching program, substitute teachers, and training for all district personnel.

Minimum Qualifications:

Education:

- Master's degree in Education or Business

Experience:

- Seven years of experience in Human Resources or a combination of Human Resources and Education
- Experience in public education preferred
- Recruiting experience necessary

Specific Training/Skills:

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

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.

- Assists in assessing the District's certified staffing needs, formulating and implementing a strategy to improve recruitment of instructional and personnel
- Supervise the verification and maintenance of certification and other personnel records
- Process personnel changes as required. Interact with District Management Committees
- Disseminate personnel changes to appropriate individuals, schools, and departments.
- Maintain application files for teachers and other appropriate certificated personnel
- Assist the Chief Talent Management Officer in interpreting personnel policies, procedures, rules and regulations to certificated employees and to the public
- Counsel with certified employees and applicants concerning vacancies, certificates, evaluations, employment, transfer and terminations
- Facilitate the placement and evaluation of intern teachers and pre-intern teachers within the District
- Supervise intern teaching program, substitute teachers, and training for all district personnel
- Supervise and evaluate Substitute Teaching Department
- Assist professional staff in the preparation, training and orientation for District certified employees
- Keeps informed on trends that effect job responsibilities
- Attends workshops and conferences related to certificated personnel practices and procedures
- Works with the Human Rights Coordinator to investigate employee complaints and grievances and recommends corrective actions
- Monitors bills in the state legislature related to school personnel matters and recommends district support or opposition
- Attends Oklahoma State Department of Education Board Meetings
- Assist with the preparation of all agenda items related to Personnel for School Board Meetings
- Design, obtain resources, and implement annual college recruiting program

- Assess the District's certified staffing needs and implement strategies to recruit and retain personnel
- Direct fall and spring TPS college marketing events and subsequent campus interviews for classroom teachers
- Create pool and manage interview process for classroom teachers
- 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 troubleshooting downstream new hire processing issues
- Develop and track recruitment measures to assess recruitment effectiveness; make annual recommendations to improve over recruitment
- Work with Teach for America-Oklahoma with staffing, certifications and assignments
- Works with Federal Programs with HOUSSE, Certifications and District Corrective Action plan
- Responsible for training and orientation for District employees and New Teacher Orientation
- Responsible for the implementation of the "Teacher of the Year" plan
- Assist with the Annual District Recognition Program
- Works with Professional Development Office to develop programs of continuing education in the area of teacher evaluation
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Customer Contacts (optional):

- *Internal:* School principals, ESC Managers, Certified Personnel
- *External:* Applicants, Colleges/Universities

Supervisory Responsibilities:

- Talent Management Specialists, Coordinators, Managers, and Substitute Office

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

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.