



**Job Title:** Director of District Office, School Leader and Support Talent

**Department:** Talent Management

**Reports To:** Executive Director of Talent Management

**Grade:** BG-11

**Number of Days:** 12 months

**Overtime Status:** Exempt - Salaried

**Last Revised Date:** June, 2019

**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:** Coordinates the Employee Relations Manager in the management of employment, personnel records, compensation, regulatory compliance, Worker's Compensation, unemployment, labor relations and property, casualty, and liability claims and other Talent Management functions. Represent Talent Management support personnel at meetings, community and District functions as required.

Works with the District Office and School Leader Talent Director to create the strategic vision and operation of recruiting and onboarding processes for all District Office and School Leader personnel, Talent Planning and Succession processes regarding School Leader positions, and the verification and maintenance of certified staff credentialing.

Works with the Manager of Compensations and Benefits to develop long term strategies for compensation and benefits to support the districts strategic objectives.

**Minimum Qualifications:**

**Education:**

- A bachelor's degree from an accredited college in education, public administration, human resources management, business, management science, operations research, organizational behavior, or a closely related field

**Experience:**

- At least 10-year experience working in human resources management in a leadership position, some of which has been in a large organization
- Should possess a diversified Talent Management background with experience in employment, employee/labor relations, compensation, benefits and regulatory compliance processes
- Strong analytical skills that inform problem-solving and decision-making capacity
- Demonstrated customer service skills, leadership ability, and decision-making skills
- Technology skills in Microsoft Office Suites and Google Drive

**Preferred:**

- Master's degree in the above fields
- PHR, SPHR and/or pHCLE certifications
- Working knowledge of Frontline (AppliTrack), Munis, PowerSchool, and TalentEd

**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.

- Ensures that current, complete and accurate records are maintained for full-time and part-time employees; works with staff to ensure quality service is tendered
- Ensures that all Board of Education policies and administrative regulations concerning employees are followed throughout the District
- Works with the Executive Director of Talent Management to develop and monitor an annual budget for the needs of the Division for Talent Management
- Conducts surveys related to salaries, fringe benefits, staffing patterns and working conditions for support personnel
- Recommends policies, rules and regulations for the District's program of personnel administration
- Monitors bills in the state legislature related to school personnel matters and recommends district support or opposition
- Supervise preparation of all agenda items related to support personnel for School Board meetings

- Represents the District in various community committees and organizations, which are essentially concerned with matters concerning Talent Management
- Works with the Employee Relations Manager to:
  - Coordinate with the Talent Management team and other work site managers for employment, placement, transfer and termination of employees
  - Assist principals and other work site managers in performance management and documentation for support / hourly employees
  - Assess the District's support staffing needs, formulating and implementing a strategy to improve recruit of personnel
  - Work with professional development staff to develop programs of continuing education for support personnel
  - Assist Directors and other Division Supervisors in responding to support personnel Talent Management needs for each school site
  - Ensure that all support employees maintain necessary qualification regarding licensure, certification, technical skills and legal status
  - Monitor all employment practices and job assignments to ensure the District's commitment to equity in staff placement and fairness in the treatment of all employees
  - Coordinate the design and administration of job-related selection instruments for support employees, including written test, interviews, supplemental applications and related performance examination
  - Investigate employee complaints and grievances and recommends corrective actions
- Works with the District Office and School Leader Talent Director to:
  - Create the strategic vision and operation of recruiting and onboarding processes for all District Office and School Leader personnel
  - Perform Talent Planning and Succession processes regarding School Leader positions
  - Verify and maintain certified staff credentialing
  - Serve as a consultant for issues related to immigration policies that affect our current and prospective employees
  - Supervise the preparation of job descriptions for all employee positions, reviewing and upgrading them as necessary
- Works with the Manager of Compensation and Benefits to:
  - Plan, develop and recommend / implement new and revised compensation programs, policies and procedures to be responsive to district goals and competitive practices as well as providing a competitive advantage with surrounding districts, business organizations and neighboring states
  - Directs staff engaged in the compensation and benefits department's programs; including job evaluations, development of job descriptions, salary recommendations, benefits and incentive programs; in charge of governance over TPS' organizational structure, recommending alternatives to suit the needs of district leadership

- Assist district leadership in the preparation of position creations and deletions and is responsible for the preparation of position creations and deletions information for board approval
- Direct and plan the day-to-day operations of group benefits programs (group health, dental, vision, disability, life insurance, flexible spending plans, 403(b) plans, COBRA administration, and oversee maintenance of employee benefits records)
- Research employee benefits plans and vendors to identify those that present the best value. Design, recommend and implement new benefits programs
- Maintain data integrity of the HRIS system
- Annual employee contract preparations and tracking of signed contracts
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Preferred Skills and Abilities:**

- Commitment to Tulsa Public Schools' core values of equity, character, excellence, team and joy
- Visionary executive who can lead the district to establish and maintain world class Talent Management processes
- Constantly monitors best Talent Management practices across industries, in order to advise the Executive Director of Talent Management on improvements to establish at Tulsa Public Schools
- Ability to use data to drive decision-making – Identifies, analyzes, and uses key talent management metrics to make updates and changes to HR policies; shares data with key stakeholders
- Ability to influence others – Effectively inspires others to work towards common goals to meet the needs of urban school students, in spite of obstacles; emphasizes and advocates the importance of human capital's role serving schools and especially students in communications with internal and external stakeholders
- Ability to collaborate – Proactively works in partnership with others to achieve a common goal or necessary objective; builds rapport and cooperative relationships with others at all levels of the organization; establishes and maintains strong relationship with employee associations and relevant stakeholders; places high priority on team and organizational goals
- Ability to deliver effective customer service – Makes customers and their needs a primary focus; takes appropriate immediate action to meet customer needs and concerns and continually assesses feedback from customers to make improvements
- Ability to work with ambiguity – Works efficiently in a complex and dynamic environment while flexing team approach based on new and changing information
- Ability to maintain confidentiality – Makes effective business decisions regarding with whom to discuss sensitive and confidential information; respects the privacy of others, and maintains the confidentiality of information to which exposed; consistently uses good business judgment

**Supervisory Responsibility:** Oversees the following positions directly:

- District Office and School Leader Talent Director (1)
- Talent Management Specialists (2)
- Manager of Compensation and Benefits (1)

**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.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light 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.*