



Job Title: Director of Talent Initiatives

Department: Talent Management

Reports To: Chief Talent Officer

Grade: BG-11

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: April 23, 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: Responsible for planning and implementation of special projects related to talent management. Under the supervision of the Chief Talent Officer, the Director of Talent Initiatives manages and coordinates the implementation of department projects and manages various department-related strategic and operational projects and initiatives. Supports the alignment of the divisions' work plans by providing critical project management support, performing analysis and gathering research to facilitate effective decision-making, and ensuring communication and reporting are happening smoothly and consistently.

Minimum Qualifications:

Education:

- Master's Degree or its equivalency required in Business Administration, Management, Human Resources or related field.

Experience:

- A minimum of three years of experience in project management or closely related field experience should include project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis

Other:

- Alignment with vision, values and goals of TPS
- Knowledge of both theoretical and practical aspects of project management preferred

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.

Strategic Planning and Leadership:

- Assist the Chief Talent Officer and division leadership in identifying significant change opportunities via data collection, analysis and evaluation; and opportunities to support the goals of Destination Excellence by applying a customer-focused approach across processes
- Support the execution of projects related to long-term talent strategies including pipeline development, central office talent mapping, and process improvement efforts
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility
- Develop collaborative service delivery methods, teams and other structures in the context of increased effectiveness
- In collaboration with district leaders, supports the development of key strategies to ensure an organizational culture that is inclusive, representative of the populations served and reflective of Destination Excellence
- Assist in the monitoring of project milestones so optimum service and value is realized; develop project objectives for the team, monitor performance and provide support as required

Project Management:

- Lead and take overall responsibility for planning, organizing, and directing long- and short-term special projects that directly support strategic priorities
- Collaborate with division leadership to determine which policies, practices and procedures impacting departmental success should be prioritized for engagement, review and updated/changed
- Establish and communicate project schedules and milestones
- Assist division leadership and staff with root cause analysis and corrective action activities
- Ensure designated projects produce required deliverables as proposed within specified constraints

- Provide technical expertise, information and assistance to the Chief Talent Officer regarding assigned functions
- Direct the preparation of a variety of narrative and statistical reports, records and files
- Integrate change management framework and activities in strategic projects

Communication:

- Ensure ongoing monitoring of projects and provide updates on progress of projects to stakeholders – reports will include progress updates, problems, proposed solutions and whether the project is on schedule
- Synthesize, translate and communicate complex topics and issues (including district policies and programs) to a wide range of audiences
- Display ability to work collaboratively with others on a team
- Perform other related duties as assigned

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

- Advanced project management skills
- Exceptional analytical skills
- Ability to work well in a fast paced and collaborative environment
- Experience leading large projects with diverse teams
- Innovative, forward thinker with a demonstrated competency in strategic thinking
- Ability to work with ambiguity in a complex and dynamic environment
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resource

Supervisory Responsibility:

- Does not directly supervise any individuals but will lead diverse project teams

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

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Standard 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, meetings, and visit school sites occasionally

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.