



Job Title: **Manager of Candidate Outreach and Cultivation**

Department: **Talent Management**

Reports To: **Director**

Grade: **BG-7**

Number of Days: **12 months**

Current Date: **October 10, 2018**

Overtime Status: **Exempt - Salaried**

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

The Talent management team makes roughly 1000 annual hires to support our schools and our district. This position is vital in achieving the teacher candidate outreach and cultivation goals of Tulsa Public Schools. This role will work directly with the Director, Talent Acquisition, Development and Retention. The Manager of Outreach and Cultivation will leverage regional strategies to support the district in sourcing strong candidates for district teacher positions, ensuring a high-quality candidate pool by enacting a standard, quality-focused selection model for all positions; and maintaining strong partnerships with teacher education programs and other

key community partners. This position offers the successful candidate the opportunity to have a profound impact on supporting student achievement by managing and improving how district teachers are cultivated, selected, and supported within Tulsa Public Schools.

Duties and Responsibilities

- Work with the Director, Talent Acquisition, Development and Retention to implement a comprehensive, strategic recruiting and retention plan
- Management the recruitment budget and use advertising dollars strategically
- Establish a robust social media candidate cultivation and pipeline strategy
- Oversee the ongoing implementation of the recruitment strategy ensuring positions are advertised in cost-effective, high-impact outlets, monitoring marketing data to analyze ROI for various outlets and adjusting as necessary
- Identify and build strong partnerships with local teacher education programs, community partners, and education focused campaigns
- Oversee the selection, training and management of a team of Selectors
- Participate in college marketing events and subsequent campus interviews for perspective applicants
- Post and manage vacant positions on multiple appropriate platforms
- Post and manage external and internal employment inquiries, as well as trouble-shooting down-stream new procession issues
- Perform other duties and tasks as assigned

Personal Characteristics and Skills

- Commitment to Tulsa Public Schools' core values of equity, character, excellence, team and joy.
- Ability to use data to drive decision-making – Identifies, analyzes, and uses key human capital metrics to make updates and changes to teacher recruitment strategy.
- Ability to influence others – Effectively inspires others to work in Tulsa Public Schools despite of perceived obstacles.
- Ability to collaborate – Proactively works in partnership with other education institutions to achieve the common goal of a great teacher filling every vacancy. 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 candidates and their needs a primary focus. Takes appropriate immediate action to meet candidates' needs and concerns and continually assesses feedback from candidates 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.

Qualifications

- 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.
- Strong analytical skills that inform problem-solving and decision-making capacity
- Demonstrated customer service skills, leadership ability, and decision-making skills
- Proven track record of achieving goals over a sustained period of time
- Technology skills in Microsoft Office Suites and Google Drive

Preferred

- Knowledge of human resources processes in educational settings, legal, or employment procedures
- Experience in dealing with employee relations issues
- Working knowledge of Frontline (AppliTrack), Munis, PowerSchool, and TalentEd

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.