



Job Title: Talent Management Recruiter

Department: Talent Management Recruiter

Reports To: Director

Grade: BG-7

Number of Days: 12 months

Overtime Status: Exempt

Last Revised Date: October 10, 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: Vital leader in achieving teacher recruitment goals of Tulsa Public Schools by managing the Talent Management Resources including Recruitment & Selection systems in recruiting outstanding 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 recruited, selected and supported within Tulsa Public Schools.

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:

- 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

Specific Training/Skills:

- 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

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.

- Work with the Director of Talent Initiatives 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 troubleshooting down-stream new procession issues
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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

- *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

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.

- 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.