

**Subject: Vacancy – Job # 7371216 (226 Days)**  
**Title – Chief of Human Capital Management**  
**Dept – Human Capital Management**

As the nation's fourteenth largest public school district, Dallas ISD serves more than 157,000 students and has over 10,000 teachers in more than 220 schools. By the year 2020, Dallas ISD will have the highest percentage of college- and career-ready graduates of any large urban district in the nation.

Destination 2020 is our strategic plan to realize this vision by raising student achievement for all students. It will be accomplished by investing in people, focusing on the classroom, strengthening our systems, and engaging the community.

Human Capital Management is at the center of Destination 2020, Dallas and specifically focuses on *investing in people* through key initiatives, including school-based staff recruitment and selection, district-wide human resources, and teacher effectiveness.

### **QUALIFICATIONS**

- Bachelor's degree in human resources, business, education, or related field; Master's degree preferred
- Ten (10) years or more of Human Resources Management experience; experience in an urban school district preferred
- Five (5) years or more of supervisory experience
- Senior Professional in Human Resources (SPHR) or PHR Certification, preferred
- Demonstrated knowledge and applications of effective human resources policies, principles, practices, laws and trends
- Executive leadership and comprehensive personnel expertise to bear responsibility for, and accountability of, all approved personnel functions within the District
- Demonstrated past achievement managing a large group organization
- Knowledge of the impact municipal, county, and other local political sub-divisions may have on District operations

### **BASIC FUNCTIONS**

- Set goals and, with executive leadership, manage department staff to achieve outcomes
- Develop and execute a strategic plan to address key functional areas within Human Capital Management: Recruitment, Staffing, Onboarding, Compensation, Benefits, Employee Relations, Performance Management, Policies and HR Systems
- Provide leadership and counsel to district administration, both in an advisory capacity and by providing pragmatic assistance on a variety of personnel issues
- Research and respond to inquiries and requests from the Superintendent of Schools, Chief of Staff, Deputy Superintendent, other administrators, and third parties regarding personnel issues
- Develop the high-level vision and oversee successful implementation of programs for the following:
  - **Talent Acquisition, Onboarding and Retention:** Recruit, hire and onboard highly qualified teachers, substitute teachers, administrative personnel, and other staff throughout the District; continue to meet the district's goal of zero vacancies at the start of each school year
  - **Employee Relations:** Develop programs and processes to ensure all District personnel are afforded the right of due process through employee grievance hearings and investigations
  - **Human Resource Information Systems:** Ensure accurate management of personnel records and reporting through the Human Resource Information System (HRIS)
  - **Strategic Compensation:** design and implement systems to attract quality candidates, and retain and motivate high-performing employees
  - **Benefits:** Plan, design, implement, manage, and communicate the District's Benefits programs
  - **Alternative Certification:** Provide oversight of program to recruit, hire, support and certify highly qualified candidates to fill hard to fill teacher positions
  - **Policy:** Recommend personnel policies and procedures that ensure compliance to laws and regulations governing District employees

- **Performance Management:** Oversee the Teacher Excellence Initiative (TEI) appraisal system to measure the effectiveness of teachers and manage all other performance management systems for District employees consistent with state requirements
- Direct and participate in the preparation of audits and annual reports regarding for the Texas Education Agency (TEA), as well as miscellaneous reports for District and federal uses
- Serve as the Superintendent of School's representative with all employee associations and organizations
- Perform all other tasks and duties as assigned

**Salary - commensurate with education and experience**

***Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.***

**A security check and disclosure of family relationship information is required for all positions.**

**No telephone calls please.**

**EQUAL OPPORTUNITY EMPLOYER M/F/H**

**If interested apply online at [www.dallasisd.org](http://www.dallasisd.org)**