AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: CHIEF HUMAN CAPITAL OFFICER

Pay Grade: AP16  FLSA Status: Exempt
Job Code: 11  Revised: 12/03/2020

To Apply for this position, please complete an application on the Austin ISD website at: https://www.austinisd.org/fad/careers

MINIMUM QUALIFICATIONS

Education: Master’s degree in Education, Business, Finance, Public Administration, or related field from an accredited college or university required.

Experience: Minimum of five (5) years successful administrative experience required, preferably at the K-12 level in Human Resources or Central Administration.

SKILL REQUIREMENTS

This position requires thorough knowledge of local, state, and federal rules and regulations related to Human Resources. Incumbent must remain current on all laws that will affect the Office of Human Resources. In addition, the Chief Human Capital Officer must be capable of providing equity-focused strategic organizational leadership in the areas of compensation, talent acquisition, District accountability and resource development. This position requires consistently high levels of dedication, energy and a disposition to address challenges and resolve problems on demand. Additionally, this position requires the ability to coordinate District responses rapidly with a network of staff. Supervisory ability is required. This position requires the incumbent to have excellent written and oral communication skills. Incumbent must have knowledge and skill in the use of personal computers and related software, including proficiency in Microsoft Word and Excel and in other computerized applications. Incumbent must be able to display initiative, ability to work independently, and ability to function under stress and time requirements. This position requires successful experience utilizing a multi-disciplinary team to develop solutions to personnel problems. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY

This position is responsible for providing leadership and coordination among the Offices of Human Resources, Talent Acquisition and Development and Accountability and Assessment. The incumbent is responsible for oversight of management of the offices. Within the departments, incumbent has responsibility for direction, supervision, and review of performance, coordination of activities and reporting of results to the Superintendent and other District officials for instruction and approval on issues. Incumbent provides instruction and technical supervision to assigned staff on non-routine and policy matters. Incumbent shall support the mission of the District and be committed to the core values of the District as outlined in the District’s Strategic Plan.
ESSENTIAL FUNCTIONS

- Evaluates departments; prepares status and special reports for review by the Superintendent; discusses and modifies as needed.
- Maintains contact with outside organizations for purpose of obtaining pertinent support service information, addressing related issues, enhancing communication with the District, and promoting support for District from community.
- Develops plans and implements department goals and objectives; develops and carries out long and short-term plans, programs, and activities to meet the needs of all AISD employees.
- Develops, recommends, and administers Human Resources policies and procedures to ensure compliance by the District with legislation; provides interpretations of policies/regulations and laws related to the areas managed.
- Directs and oversees all employee compensation issues in the District, including employee salaries and benefits.
- Presents information to the Senior Cabinet, Cabinet, Expanded Cabinet and Board upon request by the Superintendent.
- Negotiates wages and working conditions through the consultation process.
- Provides technical expertise and staff development regarding assigned functions; compiles information, formulates and develops policies, procedures, needs, and objectives.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Directs and oversees studies and analyses as directed by the Board and Superintendent.
- Communicates and collaborates with other District personnel and departments to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Keeps abreast of legislation related to Human Resources, relevant court decisions, and innovative programs and trends.
- Represents the District on a variety of boards, councils, committees and commissions as appropriate.
- Reviews department professional development offerings.
- Ensures the financial well-being of the division by performing cost control activities and monitoring all fiscal operations of the departments; prepares and justifies department budget requests; approves all department expenditures. Ensures the efficient and economical use of department funds, materials, facilities and time.
- Provides leadership for efficient and effective performance of assigned staff within District policies and procedures by assigning, supervising, and scheduling the work of assigned staff. Advises, assists, and trains subordinates as necessary.
- Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer, and termination of subordinate employees.
AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: CHIEF HUMAN CAPITAL OFFICER

Pay Grade: AP16  FLSA Status: Exempt
Job Code: 11  Revised: 12/03/2020

- Provides an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary.

Services are generally provided in a normal office or school setting. Travel is required. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS

This position reports directly to the Superintendent. Incumbent provides information and status reports and/or receives instruction and guidance. Incumbent has contact with other administrators and AISD employees.

The Chief Human Capital Officer manages the following direct reports:
- Executive Director of Human Resources
- Executive Director of Talent Acquisition and Development
- Executive Director of Accountability

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.
- Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:
- Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;
- Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and
Discovering and cultivating the unique gifts, talents and interests that every human possesses. https://nationalequityproject.org/

-Austin ISD Board President, February 2019
The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.