



Job Title: Director of Compensation

Department: Talent Management

Reports To: Executive Director of Employment Law, Employee Relations, and Compliance

Grade: BG-11

Number of Days: 12 months

Overtime Status: Exempt - Salaried

Last Revised Date: September 4, 2025

Oklahoma Teacher's Retirement: Mandatory Participation

Bargaining Unit: NA

Funding Source: District Paid

Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.

Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

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:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Position Summary: The Director of Compensation is responsible for the strategic design, implementation, and management of the organization's compensation programs. This role ensures competitive, equitable, and compliant compensation practices that align with the District's goals and support talent acquisition, retention, and performance. The Director will lead compensation planning, benchmarking, and pay structure design across the organization.

Minimum Qualifications:**Education:**

- Bachelor's degree in business administration, human resources, finance or other related field preferred
- 5- 8 years progressive experience in Human Resources, with at least 3 years in compensation and at least 3 years supervisory role.

Experience:

- Progressive Human Resources compensation experience in in a public school or other government setting is preferred
- Strong knowledge of compensation principles, legal regulations, and best practices.
- Experience with equity compensation design.
- Proficiency in compensation tools and systems (market pricing platforms, HRIS).
- Excellent analytical, communication and leadership skills

Specialized Knowledge, Licenses, Etc.:

- Knowledge of various compensation models, practices and procedures
- Knowledge and experience with compensation software is 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.

- Design, evaluate, and maintain salary schedules for all employee groups, including certificated, classified, and administrative personnel.
- Oversee the Compensation Analyst as they work with hiring managers to draft salary sheets and offers.
- Conduct job classification reviews and compensation studies to ensure internal equity and external competitiveness.
- Collaborate with the labor unions to support collective bargaining negotiations and ensure alignment of compensation structures with negotiated agreements.
- Develop and implement policies and procedures related to pay practices, stipends, and additional duty assignments.
- Ensure district compensation practices comply with applicable laws, including FLSA, OSDE and local board policies.

- Provide compensation analysis and data to support strategic decision-making and workforce planning.
- Advise district leadership on salary placement, reclassifications, and compensation impacts of organizational changes.
- Partner with Finance departments to ensure proper fiscal planning and alignment with district funding.
- Respond to compensation-related inquiries and serve as the subject matter expert for school and department leaders.
- Supervise and develop staff responsible for compensation, classification, and related HR functions.

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

- Strategic thinking with strong business acumen
- Attention to detail and data accuracy
- Confidentiality and integrity in handling sensitive information
- Ability to influence and collaborate across functions

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** software vendors and representatives

Supervisory Responsibility:

- Oversees direct reports: Compensation Analyst

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

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

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 918-746-6985. 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.