

CHIEF TALENT OFFICER – JOB DESCRIPTION

Position Summary

We are seeking a dynamic leader to be the **Chief Talent Officer** at San Antonio Independent School District ('SAISD'). This dynamic leader will partner with the Superintendent and other executive leadership to develop and implement the human resources and talent management operational systems and structures that will support the mission and vision of the District. As the day-to-day business and operations leader, the **Chief Talent Officer** reports directly to the Superintendent and will lead, plan, organize and direct the staff and activities of the Human Resources and Talent Management departments. This includes leading and communicating the strategic plans and actions which align with the District's mission, vision and goals; address and balance increasingly complex and changing regulatory requirements and budgetary constraints while serving to employ, develop and ensure a highly skilled workforce that reflects and supports the educational, emotional, cultural, racial, linguistic, and social values of the students, families and communities served by the District.

The Chief Talent Officer will develop and implement a transformational talent strategy for the district that builds and improves upon existing processes and systems. The Chief Talent Officer will be responsible for identifying and executing best practices in human resources and talent management as well as serving as in-house expert and strategic advisor on all human resources and talent-related issues.

Duties and Responsibilities

Develop and execute a comprehensive talent strategy to recruit, select, deploy, and retain effective teachers, principals and staff

- Plan, direct, organize, integrate and evaluate the work of the Human Resources department, with overall responsibility for the Administration, Operations, Benefits, Labor Relations, Classification, Compensation, Talent Management, Organizational Development, Employee Benefits, Workforce Diversity and Development, and strategic planning activities.
- Provide technical expertise and information regarding department activities and participate in the formulation of policies, procedures and programs; advise on trends or challenges and recommend appropriate courses of action.
- Serve as a strategic advisor, functional expert and thought partner to the Superintendent and Executive leadership regarding key talent strategies and issues, including succession planning, leadership development, employee relations and retention, policies and procedures, systems, compensation and benefits.
- Translate the district's strategy to improve student achievement and outcomes into an aligned talent strategy, setting clear, measurable outcomes.
- Ensure that fair staffing formulas are consistently applied across all schools to provide schools with high-quality staff to meet their instructional needs.
- Align all resources (human, financial, technology, and time) to execute the talent strategy.
- Strengthen the quality of internal and external staff pipelines.
- Design and implement strategies, such as strategic compensation and career ladders, to ensure the district hires the best teachers, principals and staff, deploys them equitably, and retains them.
- Increase the retention of top performers and reduce the retention of low performers district-wide.
- Oversee preparation and administration of department budget.
- Deliver presentations to District management, Board of Education, District employees, the general public and others on District human resources programs, activities and operations.
- Facilitate meetings, workshops, seminars and in-services; represent the District in a variety of local community-based organizations and coalitions to effect positive dialogue and relations in human resources and talent management matters; at local, state and national organization meetings and conferences.

- Analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of human resources and talent management matters.

Provide talent leadership across the district and within the department

- Serve as a key leader on the Superintendent's senior leadership team and as an advisor to the Superintendent and School Board to ensure talent decisions focus on attracting and retaining highly effective staff.
- Coach, develop and grow direct reports by providing feedback and developing a strong department culture of collaboration and growth.
- Collaborate cross-departmentally with senior leaders to execute the district-wide talent strategy.
- Deliver frequent reports and analysis to enable data-driven talent management decisions at the school and district levels.
- Provide succession planning guidance and support for key roles throughout the district.
- Help build a district culture that is inclusive, representative of the populations of students served, and reflective of the district's mission and values.
- Ensures the continued development of a culture that embraces diversity at all levels, managing formal and informal programs to promote a thoughtful, nuanced approach across the organization.

Ensure effective, efficient, and courteous services for internal and external stakeholders

- Ensure the Talent team provides strong day-to-day support to employees regarding employment questions and issues, with an emphasis on staff receiving helpful, courteous, and responsive customer service to address their needs.
- Ensure the HR/Talent Management team provides strong day-to-day support for employees with inquiries regarding compensation, benefits, and other employment issues, with a focus on ensuring that all staff receive helpful, courteous and responsive customer service addressing their questions, concerns and needs.

Oversee the talent management and human resources function to ensure the district is in compliance with federal, state and local policies

- Oversee external vendors to ensure that compensation, benefits, and other aspects of the district's personnel infrastructure operate with both exceptional accuracy and a strong customer service orientation.
- Oversee all employment compliance issues, working closely as necessary with the district's internal and external legal counsel.
- Facilitate and provide leadership and guidance to management teams in HR and Talent Management, directing staff on HR and Talent Management functions, and developing, interpreting and implementing policies and procedures according to federal and state laws and regulations.
- Responsible for minimizing litigation and other potential losses relating to human resource matters.

The Chief Talent Officer may take on other tasks and responsibilities as assigned. In this role, you will need to be flexible and responsive to meet organizational needs.

Minimum Requirements

- Bachelor's degree from a 4-year accredited college or university (a degree in Human Resources, Organizational Development, I/O Psychology, Business Administration, Public Administration, or related field is desirable).
- 10+ years' progressive experience in a role directly or indirectly related to a human resources and/or talent management function.

- 6+ years' experience leading a multi-functional team encompassing human resources and/or talent management related functions.
- Experience managing, developing and leading high-performing teams towards successful outcomes.
- Demonstrated success translating organizational strategy into talent priorities and measurable outcomes.

Preferred Qualifications

- Master's degree from a 4-year accredited college or university A degree in Human Resources, Organizational Development, I/O Psychology, Business Administration, Public Administration, or related field is desirable.
- 10+ years of experience leading one or more human resources and/or talent functions in a full-service school district, municipal, state or Federal public agency. At least three of these years in a senior management capacity, overseeing multiple human resources/talent management operations and employee/labor relations activities and staff.
 - PK-12 public education experience, preferably in a large urban school district.
 - PHR, SPHR Certification.
 - Demonstrated success implementing and leading shared services.
 - Experience in leading large-scale business program development in an educational reform environment.
 - System thinker with the ability to develop and implement specific, tangible plans.
 - Proven ability to work effectively with racially and ethnically diverse staff, students, and community to bring groups together towards common goals.
 - Experience in project management, including the ability to identify, develop and deploy resources across multiple initiatives.
 - Ability to build consensus and resolve conflict; exhibits willingness to have difficult conversations.
 - Demonstrated ability to skillfully navigate existing political structures/systems.
 - Skilled at re-envisioning, building and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contributions to team effort.
 - Exceptional communication ability, both written and oral.
 - Ability to listen and accept feedback constructively.
 - Possess high emotional intelligence skills.
 - Experience with Change Management Strategies.
 - Unwavering personal integrity.
 - Ability to lead in a fast paced, demanding, constantly changing environment.

Terms of Employment:

12 months/ 230 days per year. Salary is on Administrative Management Job Group XX4.1 on the SAISD Compensation Plan on a Non-Chapter 21 contract. The salary range is from an entry rate of \$143,394.86 to a midpoint of \$168,699.84.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Acknowledgement of Receipt: _____ Date: _____