San Antonio Independent School District

Job Description

Position Title: Chief Human Capital Officer

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Function: District Management

Family: District Administration

Reports to: Deputy Superintendent of Operations

Pay Grade: E25

FLSA Classification: Exempt

Terms of Employment:
- 230 days per year.
- Non-Chapter 21 employment agreement.
- Salary is in the pay grade E25 on the Exempt SAISD Compensation Plan.
- Entry salary is at $132,772.10 with consideration for directly related experience.

Funding Source: This position is locally funded

Job Scope

Oversee operations of multiple departments across the entire district. Develops long-term strategic planning for multiple departments and oversees the implementation of these plans. Reports to the Superintendent for all aspects of department performance.

Position Summary

The San Antonio Independent School District, a district of innovation, is currently seeking a Chief Human Capital Officer to be a strategic driver in achieving the District’s mission for students. This leader will be tasked with unifying the human resources and talent management organizations under the Human Capital (HC) identity. To highlight the major functional areas, the District’s Human Capital Organization includes recruitment, staffing, compensation, benefits, risk management, employee & labor relations, personnel services, training and development, policies and practices, grievances, and HR information systems management.

This Officer is responsible for the overall management and direction of the human capital function and ensures that it is recognized as a trusted strategic partner who creates value across the district. The position will partner closely with district leadership to provide strategic planning, direction, and support, acting as a key liaison on all strategic HC initiatives, programs, and processes.

This role will lead change, growth, and transformation of HC to align with and in support of District objectives and will focus on organizational effectiveness with strong people skills, business acumen, strategic insight, and in-depth experience in the HC functional areas.

Essential Functions / Key Responsibilities

1. Participates in the development of the District’s strategic planning and supports the objectives through integrated HC initiatives including systems, processes, policies, practices, and programs. Develop the strategic plan for HC so that all functional areas are in alignment with district needs and comply with state, federal and local laws, and regulations.
2. Accountable for the daily operations of the HC organization. Ensures superior service throughout the organization with an intense focus on recruitment, retention, on-boarding, succession planning,
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compensation, benefits, employee relations, communication, legal compliance, risk management, and training and development. Responsible for all budget administration, to include planning and forecasting.

3. Provides strategic leadership and guidance to district leadership in the HC functional areas, including organizational effectiveness, coaching and development, employee matters, staffing recommendations, and recognition programs. Represents the district in a variety of local, state, and national organization meetings/conferences, including local community-based organizations and coalitions to effect positive dialogue and relations in human capital.

4. Leads the development of strategic recruitment programs and marketing campaigns to attract high performing employees to the district with a specialized focus on campus leaders, teachers and others who work directly with students. Ensures the creation and promotion of a competitive total rewards package to assist with the attraction of highly skilled, high performing candidates.

5. Embeds an employee retention focus throughout all HC initiatives, including the creation of career path and professional/skills development initiatives. Works with district leaders to develop bench-strength and succession plans.

6. Provides strategic leadership in the development of training programs to empower district and campus leaders in managing conflict, being an effective manager, addressing performance concerns and adhering to compliance matters. Transition required training to online programs allowing employees to complete the requirements online.

7. Responsible for resolving difficult / complex employee relations matters; participates in consultation groups; engages outside counsel as appropriate.

8. Transforms HC communication elements into a cohesive strategic communication plan to become a valued resource for employees and leaders, informing them of programs, practices, processes, best practices, required actions and training, as well as employee specific information such as position, certifications, compensation elements, contract, etc.

9. Cultivates an HC organization of high performing, highly skilled individuals through formal and informal training, coaching and support. Support HC Administrators in carrying out their responsibilities by creating an environment of empowerment and accountability. Offers professional development opportunities, encourages engagement in functional area organizations, and supports the acquisition of designations/certifications.

10. Leads the transition of the current Enterprise Resource Planning software system (ITCCS) to the new system (Frontline), creating efficient processes that promote self-service functionality for district and campus leaders as well as employees, transitioning the district and the HC organization to paperless processes. Addresses the retention of data, including critical paper records, in compliance with laws and regulations.

11. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor’s degree from an accredited four-year college or university
- 10+ years’ progressive experience in a professional level role related to a human resource and/or talent management function or related area.
- 8+ years’ supervisory experience.
- 4+ years’ experience leading a multifunctional team encompassing human resources and/or talent management related functions or other related experience.
- Experience managing, developing, and leading high-performing teams towards successful outcomes.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by the employee

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Preferred Requirements

- Bachelor’s or master’s degree from an accredited four-year college or university in Human Resources, Organizational Development, or related field.
- 15+ years’ progressive experience in a professional level role related to a human resource and/or talent management function.
- 10+ years’ experience leading one or more human resources and/or talent functions in a full-service school district, municipal, state, or federal agency. At least 4 of these years in a senior management capacity, overseeing multiple human resources/talent management operations and employee/labor relations activities and staff.
- 6+ years’ experience leading a multifunctional team encompassing human resources and/or talent management related functions.
- PK-12 public education experience, preferably in a large urban school district.
- PHR, SPHR, and CCP Certifications.

Knowledge, Skills & Abilities

- Demonstrated success translating organizational strategy into priorities and measurable outcomes.
- Experience in leading large-scale business program development in an educational reform environment.
- 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.
- Ability to re-envision, build, and manage a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person’s unique 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.

Working Conditions

Work Environment:
- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:
- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling, and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

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- Supervise and evaluate the performance of staff including administrators, individual contributor professionals and paraprofessionals.

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 Signature: ..................................................  Date: ........................................