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**Job Title:** Chief Talent Officer – Human Capital Management (HCM)

**Reports to:** Deputy Superintendent

**FSLA Status:** Exempt **Pay Grade:** 103

### **Position Purpose**

Provides leadership, guidance, and support to the District staff, and ensures the District develops and maintains the highest quality of integrated, comprehensive human resource services that lead to all students meeting or exceeding the standards. Responsible for the strategic planning and implementation of human capital management systems and programs including talent acquisition, staffing, certification, employee/leadership development, performance evaluation, and employee services. Responsible for the overall management of the district's human resources function.

## **ESSENTIAL JOB FUNCTIONS**

### **Human Capital Management**

- Create and execute plan for human resources in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures to meet identified goals.
- Partners with the HCM Executive team to establish an overarching vision for talent acquisition and a best-in-class recruitment strategy.
- Partners with the Communications department to ensure compelling outreach efforts to diverse pools of candidates that position the District as an "employer of choice" for strong candidates.
- Advises on the recruitment and selection process and tools to support effective and equitable hiring across the organization.
- Partners with the HCM Executive team to refine the organization's on-boarding program to ensure new hires have a smooth and productive initial experience.
- Analyzes retention data and utilizes insights to drive retention of high-performing team members through rewards, recognition, and other data-informed incentives.

### **Human Capital Operations**

- Provide leadership for all human capital management activities to ensure high quality staffing and retention of District personnel.
- Develops, recommends, and implements legally sound and effective human capital management programs, policies, and practices.
- Identifies current and future talent needs of the District and aligns processes and procedures including recruitment, selection, on-boarding, evaluation, and retention strategies.
- Directs and monitors the employee performance appraisal system and ensures that supervisors have proper training; assists supervisors and principals with employee counseling where needed.
- Oversees all aspects of employment contract administration including the issuance of contracts at hiring.
- Establishes ongoing dialogue with employee organizations in order to identify and address issues and concerns in a timely manner.
- Works with principals and other administrators to forecast staffing needs and develop staffing plans.

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- Oversees the development and implementation of recruitment and retention strategies and a screening and selection process for all employees.
  - Ensures that all teachers have the appropriate credentials for assignments.
  - Leads the HCM team to continually optimize HR systems (e.g., HRIS, leave management, credential tracking, and others) to deliver exceptional results and meet the needs of a growing organization.
  - Provide guidance and support to the Teacher Incentive Allotment program.
  - Establishes and builds partnerships with higher-education institutions for pipeline development

### **Compensation and Budget**

- Directs the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
- Develops, implement, administer, and monitor procedures for salary administration and placement of new hires.
- Develops and administers the human capital management budget based on documented needs; ensures that operations are cost-effective and funds are managed effectively.

### **Legal**

- Ensures compliance with local, state and federal laws regarding human capital management and development; stays abreast of state and federal public policy changes that could impact the District.
- Proposes and implement solutions to mitigate potential threats.
- Supervises the preparation of official reports and documents required by federal government, Texas Education Agency (TEA), and other governmental agencies.
- Ensures that the District's employment practices are in compliance with all federal and state laws and local policies and procedures.

### **District Support**

- Conducts annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Implement and oversee effective districtwide employee recognition programs.
- Facilitates processing in a timely manner as it relates to Payroll and Benefits enrollment.
- Facilitates reorganizations within the District.
- Ensures job postings reflect the current job descriptions.
- Oversees staffing allocations of departments and campuses based upon student enrollment.
- Manages the hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews, drafting offer letters.
- Notifies all appropriate departments in a timely manner upon the separation of an employee for any reason.
- Oversees employee performance evaluation process.
- Oversees the timely processing of all new hires, retirements, and any other personnel actions in compliance with all applicable laws, policies, and regulations.
- Educates all hiring managers on the hiring, transfer, and separation processes.
- Oversees employee absence management including substitute administration.
- Collaborates with the Compensation Department regarding any special bonuses that may be offered during hiring seasons.

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- Oversees the administration of the clerical bilingual stipends.
  - Oversees the timely processing of Leave of Absences in compliance with all applicable laws, policies, and regulations.

### **Other Responsibilities**

- Prepares and delivers written and oral presentations on talent management issues to the Board, principals, teachers, parents, and community groups; attends all meetings of the Board.
- Represents the Superintendent in all talent matters of the District as required.
- Stays abreast of current research and best practices in talent management and development in educational and non-education-related settings, and adjusts plans, policies and procedures accordingly.
- Utilizes effective communication and collaboration skills between and among various areas of the District to maximize service delivery, program development, and customer satisfaction; demonstrates effective interpersonal skills in relating to staff, the Board, the community, and other stakeholders.
- Researches and responds to inquiries and requests from the Superintendent, Board, administrators, and other stakeholders regarding personnel issues.

### **Safety**

- Ensures staff performs preventive maintenance on tools and equipment and ensures equipment is in safe operating condition.
- Ensures staff follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Ensures staff corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.

### **Supervisory Responsibilities**

- Selects, trains, supervises, and evaluates staff, and makes recommendations relative to assignment, retention, discipline, and dismissal.

### **Personal Work Relationships**

- All Fort Worth ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.

### **Other Duties as Assigned**

- Performs all job-related duties as assigned and in accordance with Board rules, policies and regulations. All employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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## Knowledge, Skills & Abilities

- Knowledge of selection, training, and supervision of talent.
- Knowledge of general and education employment law and hearing procedures.
- Skill in applying leadership skills and managing a large staff and budget.
- Skill in coordinating, planning, organizing, and facilitating staff development.
- Skill in monitoring/assessing the performance of self, other individuals, or organizations to make improvements or take corrective action.
- Skill in public relations, organizational development, communications, and interpersonal relations.
- Skill in written and oral communication skills including ability to interact with and influence all levels of central office and campus staff as well as parents.
- Ability to implement policy and procedures.
- Ability to manage budget and personnel.
- Ability to speak effectively before groups of employees, the school board, or other organizations.
- Ability to merge divergent views and expectations into a long-range vision for students, District staff, and the community.
- Ability to provide strategic leadership, engage in creative problem solving, and contribute to effective team building.
- Ability to work collaboratively with District staff, Leadership, and members of the community.
- Ability to use software to access databases, email, create spreadsheets, and do word processing.
- Ability to organize and coordinate work.
- Ability to communicate effectively, both oral and written forms.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

## Travel Requirements

- Travels to school district buildings and professional meetings as required.

## Physical & Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals.
- **Posture:** Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- **Motion:** Frequent repetitive hand motions, including keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** Works in an office setting; may require occasional irregular and/or prolonged hours.
- **Attendance:** Regular and punctual attendance at the worksite is required for this position.
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions.

## Minimum Required Qualifications

- **Education:**

- Bachelor’s degree from accredited college or university in human resources, public or business administration, education administration, or equivalent required;
- Master’s degree from accredited college or university preferred.
- **Certification/License:** Professional certification in human resources preferred.
- **Experience:** 10 years’ progressively responsible experience in human resources/talent management preferably in a multi-site organization with at least 500+ employees.

This document is intended to describe the general nature and level of work being performed by people assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature	Date	Employee ID
		or
Employee Printed Name		Last 4 #s of Social Security
Supervisor Signature	Date	Employee ID
		or
Supervisor Printed Name		Last 4 #s of Social Security