Job Title: Chief Talent and Equity Officer
Department: Office of the Superintendent
Reports To: Superintendent of Schools
Grade: XG-05
Number of Days: 12 Month
Overtime Status: Salaried
Last Revised: June 2023

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

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

Core Values:
- **Equity**: We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequities, 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
As a key member of the superintendent's cabinet, the Chief Talent and Equity Officer (CTEO) plays a vital role in leading and overseeing all aspects of talent management and equity initiatives within Tulsa Public Schools. Reporting directly to the superintendent, the CTEO is responsible for driving recruitment, retention, development, and advancement strategies. Additionally, they lead the district's efforts to promote equity for both students and staff members.

The Chief Talent and Equity Officer oversees and implements six primary work streams, each essential to the success of the organization:
- Oversee Hiring and Employment Functions and Serve as a Cabinet Member
- Recruitment of New Staff
- Building and Managing a Total Rewards Package
- Employee Feedback, Growth, and Advancement
In summary, the Chief Talent and Equity Officer holds a critical role in driving the recruitment, retention, and development of a high-performing workforce while championing equity initiatives. Their leadership and expertise contribute to the district’s overall strategic vision and commitment to excellence in education.

**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.

1. **Leading the Talent Management Team to provide best in class hiring and employee support services and serving as a member of cabinet**
   - Foster a collaborative and supportive team environment to encourage knowledge sharing and professional growth
   - Recruit and hire high quality, experienced talent and human resource professionals
   - Further the overall vision and implementation of the district strategic plan
   - Serve as a key member of the Superintendent’s cabinet, supporting all district efforts and initiatives
   - Support the superintendent and board of education to advance the district strategic agenda

2. **Designing and refining Tulsa Public Schools’ recruitment strategy**
   - Design and implement comprehensive, year-round talent acquisition strategy to attract and select high quality candidates effectively and efficiently
   - Integrate all necessary recruitment applications and tools to streamline hiring process
   - Collaborate closely with district network teams to create a comprehensive talent wrap-around support system for school sites
   - Develop and utilize networks to actively source and recruit qualified candidates with a focus on people of color and multilingual staff
   - Manage targeted screeners to maximize size/quality of candidate pool
   - Support Principals and networks of schools to manage ongoing site-based talent needs including developing a plan to cover vacancies
   - Assist district hiring managers to meet ongoing talent needs

3. ** Developing and managing a total rewards approach to compensation**
   - Refine and communicate a strategic compensation philosophy that is aligned with the organization's goals
   - Create and administer a comprehensive total rewards package, encompassing benefits and incentives
   - Conduct salary benchmarking and effectively manage compensation levels
   - Oversee the selection and management of benefit plans

4. **Building and improving employee feedback, growth, and advancement**
   - Promote best-in-class talent practices, emphasizing feedback, coaching, and retention strategies
   - Design, launch, and implement sustainable, effective, and aligned cycles of employee performance feedback
   - Closely collaborate with instructional leadership to develop models of support, particularly for novice educators
   - Foster and expand pathways for career advancement, including alternative certification, school leader pipelines, and internal mobility

Chief Talent and Equity Officer
(5) Supervising staff relations and compliance
- Oversee effective performance management, progressive discipline, and investigations, ensuring timely and responsible actions
- Ensure compliance with employment law and other regulations

(6) Leading Tulsa Public Schools’ equity agenda
- Define, refine, and communicate Tulsa Public School’s equity position and values
- Collaborate with local, regional, and national partners to strengthen Tulsa’s connection to student-focused service
- Lead and support communication strategies aimed at exploring, defining, and expanding Tulsa Public Schools “equity in action” agenda

Minimum Qualifications:
- Alignment with mission, vision and core values of Tulsa Public Schools
- Master’s Degree or its equivalent in education, management, or a related field
- 10 or more years experience in a leadership position
- At least 2 years of experience in a cabinet or senior-level role

Preferred Qualifications
- At least 5 years experience in a talent-related leadership role
- Systems-level experience in K-12 settings

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

Experience and Skills:
- Extensive knowledge of talent management, employee relations, and related functions, including K-12 systems
- Ability to prioritize mission-critical issues, allocate resources effectively, and offer innovative solutions
- Demonstrated leadership capabilities, including the ability to lead cross-functional teams and identify and solve complex problems
- Motivates and inspires individuals, building coalitions, and collaborating with diverse stakeholders
- Proven ability to set and achieve goals, implement results-oriented systems, and drive organizational change
- Exceptional communication skills, both written and verbal, with the ability to provide constructive feedback and build consensus
- Proficiency in technology and applications, with a focus on utilizing technology for improved outcomes
- Thrives in an achievement-oriented and fast-paced environment, removing obstacles to support goal attainment
- Adaptable and flexible in dealing with ambiguity, maintaining confidentiality, and upholding ethical standards.
- Willingness to perform additional tasks and duties assigned, consistent with the position's responsibilities

Supervisory Responsibility:
- Directly supervises the Talent Management Team
- Indirectly supervises cross-functional teams throughout the organization

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

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines, and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

**Compensation:** Tulsa Public Schools offers a comprehensive compensation and benefits package. The salary range for this position is $118,100-177,100 commensurate with qualifications and experience.

_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 918-746-6517. 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._