Position Summary: As a key member of the superintendent's cabinet, the Chief Talent Officer (CTO) plays a vital role in leading and overseeing all aspects of talent management initiatives within Tulsa Public Schools. Reporting directly to the superintendent, the CTO is responsible for driving recruitment, retention, development, total rewards, and advancement strategies.
The Chief Talent and Equity Officer oversees and implements the following primary work streams, each essential to the success of the organization:

- Serve as a Cabinet Member
- Recruitment of New Staff
- Hiring and Employment Functions
- Building and Managing a Total Rewards Package
- Employee Feedback, Growth, and Advancement
- Staff Relations and Legal Compliance

The Chief Talent 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.

**Minimum Qualifications:**

**Education:**
- Master's Degree or its equivalent in education, management, or a related field

**Experience:**
- Ten (10) years experience in a leadership position
- Five (5) years in a talent-related leadership role
- Two (2) years of experience in a cabinet or senior-level role
- Systems-level experience in K-12 settings preferred

**Specialized Knowledge, Licenses, Etc.:**
- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish 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.

**Serves as a member of cabinet**
- Furthers the overall vision and implementation of the district strategic plan
- Serves as a key member of the Superintendent's cabinet, supporting all district efforts and initiatives
- Supports the superintendent and board of education to advance the district strategic agenda

**Designs and refines Tulsa Public Schools’ recruitment strategy**
- Designs and implements comprehensive, year-round talent acquisition strategy to attract and select high quality candidates effectively and efficiently
- Integrates all necessary recruitment applications and tools to streamline hiring process
- Collaborates closely with district network teams to create a comprehensive talent wrap-around support system for school sites

Chief Talent Officer
• Develops and utilizes networks to actively source and recruit qualified candidates with a focus on people of color and multilingual staff
• Manages targeted screeners to maximize size and quality of candidate pool
• Supports Principals, networks of schools and district hiring managers to manage ongoing site-based and district-based talent needs including developing a plan to cover vacancies
• Assists district hiring managers to meet ongoing talent needs

_Leads the Talent Management Team to provide best in class hiring and employee support services_
• Fosters a collaborative and supportive team environment to encourage knowledge sharing and professional growth
• Recruits and hires high quality, experienced talent and human resource professionals

_Develops and manages a total rewards approach to compensation_
• Refines and communicates a strategic compensation philosophy that is aligned with the organization's goals
• Creates and administers a comprehensive total rewards package, encompassing benefits and incentives
• Conducts salary benchmarking and effectively manages compensation levels
• Oversees the selection and management of benefit plans

_Builds and improves employee feedback, growth, and advancement_
• Promotes best-in-class talent practices, emphasizing feedback, coaching, and retention strategies
• Designs, launches, and implements sustainable, effective, and aligned cycles of employee performance feedback
• Supervises and deepens instructional coaching and support models, particularly for novice educators
• Fosters and expands pathways for career advancement, including alternative certification, school leader pipelines, and internal mobility

_Supervises staff relations and compliance_
• Oversees effective performance management, progressive discipline, and investigations, ensuring timely and responsible actions
• Ensures compliance with employment law and other regulations
• Performs other tasks, duties, and services consistent with this position as assigned

**Skills and Abilities Required:**
The following characteristics and physical skills are important for the successful performance of assigned duties:
• 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
• Demonstrated experience with motivating and inspiring 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
• Maintains confidentiality and upholds 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

Customer Contacts:
• Internal: TPS District Employees
• External: Media outlets, partnered vendors, students, families, city and state
government officials, potential employees, community members

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
• Must be mobile in order to attend events and meetings outside of regular work hours

_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_

Chief Talent Officer
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.