



Job Title: Executive Director Talent Management
Department: Talent Management
Reports To: Chief Talent Officer
Grade: XG-1
Number of Days: 12 Months
Security Access: ESC
Overtime Status: Exempt
Last Revised Date: July 1, 2024
Oklahoma Teacher's Retirement: Mandatory Participation
Bargaining Unit: NA
Funding Source: District Paid

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

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

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, 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: Reporting to the Chief Talent Officer, the Executive Director provides supportive leadership, direction and guidance for the strategic initiatives and day-to-day operations of the Talent Management Division with a primary focus on the latter. Operational focus complements the mission to find and retain great talent for all positions in the organization to meet the goal of high school achievement. Provides support in the development and implementation of strategic goals in recruitment, selection, induction, deployment, performance

management and professional development of all employees with a strong focus on teacher and leader effectiveness. Leads the written process development for all functions within Talent Management and provides a design for written process development to other TPS departments and divisions.

Minimum Qualifications:

Education:

- Masters' Degree preferred in Educational Administration, Human Resources, Business, Labor Relations, or closely related field

Experience:

- Five (5) years significant experience in a leadership role, preferably working in a Talent Management or human resources position in a collective bargaining environment

Specialized Knowledge, Licenses, Etc.:

- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish 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.

- Initiates ideas, concepts and processes for subsequent review / approval consideration by the Chief Talent Officer
- Collaborates effectively with school district negotiation teams to ensure adherence to collective bargaining agreements, fosters positive labor relations, and addresses employee concerns
- Provides input into the development of annual Talent Management metrics, resulting in attracting and deploying a highly effective work force that achieves rigorous student outcomes
- Provides day-to-day operational and functional oversight of the collaborative efforts of all departments and processes related to Talent Management, including the recruitment, selection, assignment, development, induction, credentialing and performance management of all staff
- Provides advisory guidance, input and oversight in the implementation of Talent Management and human resources policies and processes
- Assists in the development of annual performance plans which enable the Division to meet its commitments as stated in the Talent Management and District Strategic Plans
- Frequently reviews and utilizes metrics related to Talent Management to assure attainment of goals and quality measures of the workplace and shares written recommendations for subsequent review and/or actions by the Chief Talent Officer
- Provides day-to-day operational and functional supervision of all staff within the department to ensure a service model that focuses on the Talent Management needs of schools and all work locations
- At the direction of the Chief Talent Officer, collaborates with all Divisions, Departments, Deputy and Associate Superintendents and Executive Staff members to ensure cross functional implementation of the school system's Talent Management Strategy, school staffing and other related initiatives

- Interprets Board policies and procedures to staff and makes recommendations to the Chief Talent Officer for policies and procedures pertinent to Talent Management issues
- Acts as a transformational change agent with prior approval of the Chief Talent Officer, for district initiatives, process redesign and continuous improvement in all aspects of Talent Management work
- Anticipates the needs of the organization's Talent Management capacity and utilizes data and information to accurately project and present to the Chief Talent Officer
- Performs other duties, tasks, or 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.

- Ability to lead the TM staff in the day-to-day functions and operations of Talent Management with the result of a collaborative, cohesive and efficacy-based team of committed employees who instill a climate and culture of SERVICE in all that they do
- Ability to work closely with building-level administrators – Understands the role of Building-Level Administrators as primary customer and to provide services to all employee groups and sub-groups effectively and efficiently
- Ability to collaborate – Proactively works in partnership with others to achieve a common goal or necessary objective; builds rapport and cooperative relationships with others; establishes and maintains strong relations with employee associations and relevant stakeholders
- Ability to deliver effective customer service – Makes customers and their needs a primary focus; the Executive Director exhibits this culture and models same for his/her staff members to assure a consistent expansion of the service culture to all; takes appropriate, immediate action to meet customer needs and concerns and continually assesses feedback from customers to make improvement
- Ability to work effectively as a team member – Serves as the functional and operational arm of Talent Management to move the TM team toward the completion of goals and assignments, functioning within time-sensitive parameters; informs, involves and seeks input from others by sharing important relevant information, in a timely fashion, with all affected parties; places higher priority on team and organizational goals
- Ability to communicate effectively – Effectively conveys reliable accurate information so that the recipients clearly understand its intent; uses appropriate written, verbal or electronic communication to disseminate information; develops an acute sensitivity to the issue of timely involvement of all decision-makers to any process
- Ability to maintain confidentiality – Makes effective business decisions regarding whom to discuss sensitive and confidential information; respects the privacy of others and maintains the confidentiality of information to which exposed; consistently uses good business judgment

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** Former employees, potential employees, community members, partnered vendors, local and state agencies, Union representatives

Supervisory Responsibility:

- Director and Strategist level positions in the Talent Management department

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting
- Occasional to frequent travel to district and non-district sites

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 918-746-6985. 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.