

Talent Management Officer

Posted Date 5 days ago (10/30/2024 4:07 PM)

Location Name Central Office

Salary Min USD \$122,899.84/Yr.

Salary Max USD \$176,705.12/Yr.

Category Central Office

of Openings 1

Close Date 1/30/2025

Subject Not Applicable - Non-Instructional Position

Purpose and Scope

OVERVIEW

Memphis-Shelby County Schools is seeking dynamic educational champions ready to position our district as a national exemplar of education transformation. We need leaders with a fierce commitment to actualizing a bold vision that yields ambitious outcomes for more than 110,000 students and families across the Memphis-Shelby County area. The reality is that we can do better for kids, and we will with the right leaders in place. The most successful candidates believe that more is possible for Memphis and are:

- **Courageous Thinkers & Doers:** Prepared to navigate and thrive in a complex and ambiguous environment on day one, present innovative ideas to address systemwide issues, and execute sustainable plans toward transformation.
- **Solutions-Oriented:** See the possibilities, demonstrate the capacity to synthesize information and adjust short and long-term goals, and consistently find a window when doors close to deliver measurable results for kids and families.
- **High-Performing Gamechangers:** Leader of leaders with the capacity to mobilize and empower an outstanding team, make people-centered data-informed decisions, and operate with a relentless hyperfocus on removing stubborn barriers that destroy the hopes and dreams of too many of our students.

SUMMARY DESCRIPTION

The Talent Management Officer facilitates the District's recruitment, development, and elevation of all personnel while supporting the areas of benefits, compensation, employee relations, performance evaluation. As a key member of the executive leadership team, the Talent Management Officer will ensure the district is attracting, developing and retaining the talent necessary to drive student achievement in the classroom.

Essential Job Functions

1. Drives district-wide multi-year planning and strategy for academics and instruction: Aligns the Talent Management Office with the district's overall strategic plan. Set a holistic multi year strategy to attract, hire and retain the highest quality talent for the district's schools and central office. Establish district-wide goals for human capital. Ensure talent strategy aligns with the multiple achievement path models being adopted by the district.
2. Oversees district-wide personnel performance management and evaluation: Institute a data-driven performance management and evaluation system for all district employees. Ensure all employees are receiving quality evaluations and feedback. Tailor performance management to the specific role (e.g. teacher, central office employee). Develop clear career paths for all types of district employees to develop and advance through the organization.
3. Establishes and implements Talent Management efforts that effectively communicate and support the district's mission and strategic vision.
4. Provide overall leadership and guidance to the Talent Management function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits globally.
5. Builds teacher capacity: Drive continuous improvement in instruction by building teacher capacity and supporting; in conjunction with the Academic Office, the recruitment and development of teaching talent. Set the district's overall strategy and approach to teacher talent management.
6. Oversees the effective administration and execution of talent management activities, including compensation and benefits: Direct district-wide administration of compensation and benefits and ensure consistency across the organization. Guide a holistic philosophy toward benefits, as it is a major investment both as a subset of total compensation and overall. Set a strategy for compensation across the organization that attract talent and compensates employees at fair market values. Manage all relevant Talent Management and personnel policies and recommend changes as needed. Manage relations with employee labor groups.
7. Oversees district recruiting and staffing processes: Set strategy for and manage recruiting, pipeline management and staffing for all employees. Develops staffing processes that attract new talent, retain the best talent in the district. Coordinates with the Academic Office to manage the school staffing process. Coordinate onboarding for new employees and ongoing training for all employees.
8. Enforces accountability and quality control measures: Champion the importance of attracting, developing and retaining high-quality talent throughout the organization. Foster a culture of lifelong learning through ongoing professional development. Develop a district approach to ensuring diversity at all levels of the organization. Ensure compliance to all federal, state, local and district policies and procedures as they relate to the district's personnel.
9. Supports the overall vision and leadership of the new district and the department: Serve as a key contributor on the Superintendent's cabinet to set the overall vision and

provide leadership to the district. Manage the overall budget for the department and set and enforce financial metrics and targets.

10. Performs related responsibilities as required or directed.

Minimum Qualifications

Educational Background:

- Master's Degree: in Human Resources, Business Administration, Public Administration, Organizational Development, or a related field.

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree=6 years plus required years of experience.

Experience:

- Extensive HR Experience: At least 10-15 years in human resources, with at least 5 years in HR Executive Leadership role.
- Large Organization Experience: Proven experience in medium to large organizations, managing complex HR functions.
- Union Experience: Experience working with employee unions preferred.
- Strategic Leadership: Demonstrated ability to develop and implement HR strategies that align with overall business goals.

Certifications:

Professional Certifications: SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) are highly preferred.

Additional Job Details

IMPORTANT INFORMATION FOR CANDIDATES

Thank you for your interest in serving as Executive Manager to contribute to enhancing the LEGACY of Memphis-Shelby County Schools. Please review the information provided to ensure full consideration.

***All candidates must complete the following items to be considered for this position.

Application Requirements:

- Online Application

- Updated Resume
- Current Writing Sample
- Pre-Screening Questions
- Pre-Screen Video Interview

Interviews: Interviews will begin immediately and occur until the position is filled.

Deadline for Submission: All materials are due on or by January 30, 2025, at 5:00 pm. Video responses and current writing sample are due within 10 business days after online application submission.

Application Requirements: Submit an updated resume, current writing sample, and video responses to legacyleader@scsk12.org with the title of the position in the subject.

Record -In a quiet setting, candidates should record a response to the prompts below within the specified timeframe.

· Prompt (60 seconds)- Introduce yourself. Why this role, this district, right now? In your response, include how you will elevate the District's excellence in this role. Please be succinct and specific.

· Prompt (90 seconds)- What experience do you have that demonstrates your capacity to effectively oversee and strengthen the excellence of the District's greatest resource: human capital? Please be succinct and specific.

· Save all files using the naming convention: [Last Name.First Name.Title of Position Seeking.Resume (or WritingSample)].

· Submissions exceeding the time listed or without the correct naming convention will not be reviewed.

Please note: All interested applicants must apply through the MSCS Careers website.

Salary Range: \$122,899.84 minimum to \$176,705.12 maximum