

The Assistant Director of Talent Management is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development of the area of assignment. The Assistant Director will work closely with the Executive Director of Talent Management and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Assistant Director shall serve as the program area lead and serve as a key resource person for the implementation of assigned programs and works collaboratively with other staff in all other district departments and schools in supporting school and student success.

Chain of Command

The Assistant Director reports to the Executive Director of Talent Management

Competencies of the Assistant Director Talent Management

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Support the Executive Director with discrimination investigations and determinations.
- Lead administrator responsible for all aspects of Substitute Services including:
 - Lead, evaluate and train Talent Management ESP staff working directly with Substitute Services
 - Develop/maintain Substitute Services operational manuals
 - Administrator responsible for leading legal hiring processes to recommend substitutes for hire
 - Responsible for developing a reporting system, and for addressing Substitute misconduct in collaboration with Director of Personnel
 - Submit mandatory reports to ADE for substitutes and respond to ADE substitute requests
 - Develop and provide quarterly data reporting for Substitute Services to the Executive Director of Talent Management

- Responsible for system utilization and management of the Absence Management System
 - Develop onboarding and training modules for substitutes
- Other duties as assigned.

Education and Experience

Bachelor's Degree in appropriate discipline and three years experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline and/or teaching experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

Master's degree preferred.

Arizona ADE Teaching certificate and Principal Certification

Licensing/Certification Requirements

AZ Fingerprint Clearance Card

Valid AZ driver's license

3.7.2023