

The Director Personnel of is responsible for collaboratively working with principals and other school district administrators to implement and monitor the district's talent management programs. The Director has the following strengths and abilities: works in a supportive, collaborative role with staff in all departments; interfaces with other departments to coordinate reciprocal services for achieving human resource and talent goals; interprets and remains current on all federal, state, and local mandates for human resource services and ensures that schools are in compliance; handles confidential information discretely and professionally; uses discretion and exercises sound judgment; has exceptional public relations and interpersonal skills to respond to employees and advocacy groups and serves as the school district's lead representative and contact person for programs related to most talent management services related functions; and, possesses effective management, supervisory, team-building, and problem solving skills.

Chain of Command

The Director of Personnel reports to the Executive Director of Talent Management.

Competencies of the Director of Personnel

The Director shall possess deep knowledge of talent management requirements, compliance, relevant law and best practices. Additionally, listed below are the leadership competencies required for this position:

- **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.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **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.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **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

The Director shall be responsible for the following duties:

- Implementation of short and long-range plans for achieving talent management goals and objectives in alignment with the district's strategic plan.
- Monitor the development and implementation of all aspects of the talent management program process.
- Collaborate with school-based and district administrators regarding the management of talent and staffing, evaluation, employee conduct and other Talent Management processes; conducting investigations of staff incidents; and assisting in conflict resolution.
- Interview and hire staff members for the Department; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Monitor compliance with Governing Board Policies and Regulations, recommend Board policies related to the areas of responsibility, and work with the School Board attorneys to develop required policy changes.
- Maintain accurate database and files of former and current employees in accordance with policy and record retention guidelines.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services; evaluate talent management programs and initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Collaborate with other departments and engage all new staff members in effective induction procedures and facilitate continued professional development through ongoing training opportunities.
- Plan and implement professional development for staff; involve staff in continuous improvement through self-evaluation and goal setting.
- Serve as the school district's liaison in all matters concerning talent management.
- Maintain communication network with other talent management directors within the state.
- Assist school principals and district administrators with screening applicants and assisting interviewing processes as needed.
- Attend Board meetings and other special meetings upon request of the Executive Director of Talent Management and serve as a contributing member of the teaching and learning team and on assigned committees.
- Supervises staff including assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.
- Designs, administers, and evaluates programs including activities such as establishing priorities and implementing strategies to improve talent management systems, department functions as well as other District-wide support operations
- Develops and administers programming for training of staff and ensuring District compliance with State and Federal requirements; and working with administrators on talent management and other process issues, policy development, and procedures.
- Consults with legal counsel regarding federal and state requirements and making decisions based on interpretations of Federal mandates and case law, which have significant fiscal implications for the District.

Training and Experience

Masters/Doctoral level degree in human resources, or related discipline; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

Current Arizona Principal Certification or other administrative certification, or eligibility for Arizona certification, preferred

AZ Fingerprint Clearance Card may be required based upon assignment

Experience and demonstrated success as a district leader preferred

Experience and demonstrated success as a school principal or assistant principal preferred

Date Revised

03.2021