

The Executive Director of Talent Management is responsible for collaboratively working with principals and other school district administrators to implement and monitor the district's human resources and talent programs. The Executive Director functions as part of the superintendency, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range strategic plans for achieving the goals of the district; acts as a liaison with Governing Board and administration to provide advice to the Governing Board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board. The Executive Director of Talent Management 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 human resource services related functions; and, possesses effective management, supervisory, team-building, and problem solving skills.

Chain of Command

The Executive Director of Talent Management reports to the Assistant Superintendent.

Competencies of the Executive Director of Talent Management

The Executive Director shall possess a deep knowledge of human resource services 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:** Acts with the specific intent of increasing the short and long-term effectiveness of an individual colleague.
- **Directiveness:** Sets clear direction and holds others accountable for performance.
- **Impact and Influence:** Acts with purpose of affecting the perceptions, thinking and actions of others.
- **Problem Solving:** Identifies and understands problems, and engages with others in generating and evaluating solutions.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Orientation:** 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 Executive Director of Talent Management shall be responsible for the following duties:

- Guide the development and implementation of short and long-range plans for achieving talent management (human resource services) goals and objectives in alignment with the district’s strategic plan;
- Monitor the development and implementation of all aspects of talent management;
- Collaborate with school-based and district administrators regarding the management of talent and staffing, evaluation, employee conduct and other HR processes; conducting investigations of staff incidents; and assisting in conflict resolution;
- Interview, hire, supervise and evaluate staff members relative to assigned tasks;
- May be assigned to evaluate principals and directors;
- Oversees employee evaluation and growth systems for all employee groups;
- Manages annual staffing processes and organizational chart;
- Serves as the Compliance Officer,, ensuring that all allegations related to discrimination and sexual harassment are promptly addressed and responded to according to district policy;
- Oversees employee relation strategies
- Facilitates and/or participates in the Meet and Confer process with all three employee groups
- Develop, monitor, supervise and manage all aspects of the annual budgets for human resource services;
- 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 human resource services programs and initiatives;
- 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;
- Attend Board meetings and other special meetings upon request of the Superintendent and serve as a contributing member of the teaching and learning team and on assigned committees;
- Designs, administers, and evaluates programs including activities such as establishing priorities and implementing strategies to improve HR systems, department functions as well as other District-wide support operations; and
- 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

Executive Director of Talent Management shall have a Masters/Doctoral level degree in human resources, labor relations, business administration or education administration, 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 administrative certification, or eligibility for Arizona certification preferred

Current Professional in Human Resources (PHR) certification preferred

AZ Fingerprint Clearance Card may be required based upon assignment

Experience and demonstrated success as a district director or school principal leader preferred

Date Revised

03.31.2021