



SENIOR DIRECTOR – TALENT ACQUISITION AND MANAGEMENT

BASIC FUNCTION

Under administrative direction, direct functions, activities and staff to support the District in acquiring highly skilled, richly diverse employees who are professionally and culturally competent and dedicated to the academic, social and emotional success of the student population; ensure that assigned programs support the District's strategic objectives and adhere to current laws, regulations and collective bargaining agreements; serve as a professional resource to administration, employees and District stakeholders regarding employee recruitment, selection and retention activities; lead and participate in developing and implementing programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Direct programs and staff in administration of the full life-cycle in all areas in the Talent Acquisition and Management division, including recruitment, staffing, educational licensing requirements and compliance, serve, lead and consult on cross-functional teams, on activities related to workforce diversity programs, affirmative action, school and program staffing and similar issues affecting the acquisition and retention of district staff. “E”
- Recommend policies, regulations and collective bargaining contract language related to District employment; serve as subject matter expert in the administration and design of the hiring protocols, policies and procedures of the district. “E”
- Develop recruitment and retention strategies for district personnel; develop and implement a screening and selection process for all employees; Work with senior leadership, principals and other administrators to forecast staffing needs and develop staffing plans. “E”
- Ensure that all licensed staff hold current and assignment-appropriate certifications and that professional educator-teachers are highly qualified as required under State of Oregon and Federal Every Student Succeeds Act standards; oversee compliance and advise staff regarding the necessary processing for issuance and renewal of state certificates and permits, as appropriate. “E”
- Support the short and long term organizational development strategies of the District through anticipating and identifying current and future staffing needs, recruitment strategies, selection, new employee orientation and on-boarding, career development and pathways to professional and leadership development/training, evaluation, and retention, recognition and reward strategies. “E”
- Serve as a District liaison with TSPC and ODE in areas related to licensure changes, proposals, and impacts; review and analyze changes to state and federal laws pertaining to hiring licensed professional educators and administrators, District leadership and classified staff, temporary, limited term, interns and student workers; assure District compliance with provisions of State and federal law. “E”
- Participate on cross-functional teams to collaborate with District staff and external agencies and District stakeholders to identify, proactively develop and promote opportunities that share recruitment, staffing, selection and employee retention messages; develop presentations; provide information around specific areas of focus to enhance employee and community engagement, partnerships, and positive relationships. “E”
- Lead and participate in creating recruitment and communication plans, overseeing compilation and creation of print and digital media to promote talent acquisition and management messages, initiatives, programs, events and activities; work with internal stakeholders to obtain accurate information and assist with appropriate and timely distribution of information to District partners, staff, parents and community stakeholders. “E”

- Source, coordinate, lead and participate in meetings and attend events on behalf of the District to promote employment opportunities and the District as an employer of choice; work with district leaders regarding stakeholder input and initiatives, providing regular updates, feedback and information related to proposed, current and future programs, projects and initiatives; promote awareness surrounding district employment information and initiatives and share PPS accomplishments, needs and goals. “E”
- Supervise preparation of reports and applications required by law to be filed with federal and state agencies, such as Oregon Teachers Standards and Practices Commission, State of Oregon and other regulatory agencies. “E”
- Assure that existing and new recruitment, staffing and employee selection software and technologies are adaptable and/or compatible with human resources information systems, District and state technologies and reporting systems, including the testing of new software and upgrades to existing systems. “E”
- Oversee development of a variety of recruitment, staffing and selection information and statistical data for a variety of District, State and federal agency reports. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Direct the performance of assigned staff; interview and select employees and approve transfers, reassignment, termination and disciplinary actions. “E”
- Keep current of changes and trends in PK – 12 public education related to talent acquisition and retention; attend in-services, conferences and workshops. “E”
- Perform other duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Senior Director of Talent Acquisition and Management oversees staffing for all District vacancies. This employee champions recruitment and selection best-practices by leveraging a comprehensive knowledge of state laws and licensure requirements for professional educator – teachers and licensed administrators with the District’s strategic goals and initiatives, core values, mission and culture to effectively align talent to the needs of the students served. This position provides expertise on strategic and emerging recruitment trends, applying the creative use of social media, professional, and internet networking sites to identify and source highly qualified candidate pools. This employee ensures a positive experience for all potential new employees by setting clear expectations of self and staff in maintaining consistent communications with candidates throughout the recruitment and selection processes. Employees in this classification explore and develop strategies to align department activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

EMPLOYMENT STANDARDS

Knowledge of:

TSPC and ODE laws, statutes, licensure and endorsement requirements for K-12 public education.

Data collection and analysis techniques.

Social media, networking opportunities and resources essential to recruit a highly qualified workforce.

Database, word processing, applicant tracking, and presentation software programs.

Effective supervision and training techniques.

Report preparation and presentation methods and techniques.

School district organization and administration.

Ability to:

Plan, direct, monitor and evaluate the District’s full-cycle talent acquisition, selection and management activities.

Stay current on laws, practices and trends in human resources health and welfare benefit programs.

Ensure that all professional educator and licensed administrator credentialing and endorsement requirements are followed.

Develop and maintain collaborative relationships with colleges, universities, local, state, and national agencies relative to talent acquisition.

Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.
Establish and maintain effective and professional relationships with those contacted in the course of work.
Serve as a professional expert and subject matter expert on staffing and employment policies and procedures.
Develop and deliver District-wide talent management, selection and acquisition communications and training programs.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative and other board policies.
Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
Demonstrate a strong customer service orientation.
Exhibit patience and empathy towards employees.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Assure efficient and timely delivery of program services, projects and activities.
Supervise, evaluate, train and develop staff to their full potentials.

Education, Training and Experience:

A Bachelor's degree in education, human resources, business administration, public administration, or a related field and a minimum of five (5) years of experience administering talent acquisition and management programs in a unionized public K-12 school district or three years of recent experience as a PK-12 public schools licensed administrator serving as a Building Administrator is required. Two (2) of the required years of experience must also have included direct supervision of staff. A comprehensive understanding of Oregon Department of Education and the Teachers Standards and Practices Commission laws and requirements related to professional educator – teacher and licensed administrator certifications and areas of endorsement is required.

A Master's degree in education, human resources, public or business administration with coursework in educational leadership may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Special Requirements:

Positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Work hours will include frequent evening and weekend travel, activities and meetings.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: NA
Salary Grade: SL100

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P