



Position Description

Chief of Talent Management and Labor Relations

Salary Level: 180,000 – 200,000

Contract/Benefits: Individual Contract

*Department or Area: Office of Talent Management
and Labor Relations*

Reports To: Superintendent

Revised Date: April 13, 2023

*Prepared by: Jen Ramos, Deputy
Superintendent*

*Approved By: Dr. Carol D. Birks,
Superintendent*

Qualifications:

- Advanced degree in business, human resources, education, law, public policy or other related field.
- Understanding of best practices in human capital management.
- Minimum five (5) years of leadership experience including supervision of public or private organizations with a significant number of employees.
- Excellent communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and work effectively with diverse groups.
- Ability to work within tight time constraints and under stressful conditions.
- Knowledge of administrative policies and practices.
- Service orientation toward supporting schools.
- Knowledge of developments and trends in human capital management.
- Thorough knowledge of the School Board, state and federal laws, rules, policies and procedures concerning the employment of personnel.

Summary

The Chief of Talent Management and Labor Relations leads the critical function of talent management for the Allentown School District organization in strong support of schools in their goals for high student achievement. The Chief of Talent Management and Labor Relations is a key strategic position on the Superintendent's cabinet and reports directly to the Superintendent. The Chief of Talent Management and Labor Relations will be guided in his/her work by data specific to the Allentown School District workforce, national research and best practice and trends in human capital management and will be a strong contributor to state educational policies that impact the workforce.

Essential Duties and Responsibilities

- Advise the Superintendent and the Cabinet on overall human capital strategies with a focus on the enhancement of teacher and principal quality and performance accountability;
- Initiate state-of-the-art programs and systems to focus on excellence in recruitment, hiring and selection, staffing and deployment, information and technology, compensation and benefits, performance management and career development for all positions in the organization;

- Work closely with the leaders in the academic, finance, legal, technology and support service functions to ensure alignment towards student achievement goals;
- Develop a system of support for principals in their leadership roles as human capital managers;
- Supervise and manage the offices of the Executive Director of Human Resources, Director of Investigative Services and Director of Talent Management & Recruitment.
- Identify top performing teachers and principals and create strategies to address the system's ability to ensure retention;
- Lead continuous improvement efforts in customer service and in redesigning functions and processes that result in more effective talent management;
- Create and implement career roles for teachers that retain top performers and are reflected in differentiated compensation systems;
- Collaborate with union leadership and state officials on policies and practices that enhance a high-quality, diverse workforce;
- Lead the talent management staff in continuous improvement and customer service efforts to ensure best practices;
- Track and analyze a variety of information and data on the quality of the workforce in relation to student achievement outcomes;
- Assume a leadership role in policy development for quality human capital management at the state level;
- Perform other duties that may be assigned by the Superintendent

NOTE: The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

Supervisory Responsibilities

Directly supervises office staff. Responsibilities include interviewing, recommending hiring, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining staff; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Directs and manages independent contractors as they relate to the Communications Department.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional employee/community situations judiciously; Responds to employee/community requests for service and assistance; Meets commitments made to employees and the community; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition;

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Demonstrates ingenuity and inventiveness in the performance of assigned tasks

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position