



Position Description

Assistant Director of Talent Management

Salary Level: Act 93 – Range III

Prepared Date: December 12, 2025

Contract/Benefits: Act 93

Prepared by: William A. Seng, Executive Director of Human Resources

Department or Area: Office of Talent Management & Labor Relations

Approved By: Herman James, Chief of Talent Management & Labor Relations

Reports To: Executive Director of HR

Qualifications:

- Bachelor's Degree in Human Resources, Business Administration, Education, or a related field (Master's Degree preferred).
- Minimum of five (5) years of progressively responsible Talent Management experience, including recruitment, staffing, and employee onboarding.
- Prior supervisory experience is required.
- A minimum of three (3) years' experience working within an employment field relevant to this position's oversight responsibilities.
- Ability to manage multiple projects, meet deadlines, and remain composed under pressure.
- Ability to interpret data, identify trends, and develop staffing recommendations.
- Ability to work independently and collaboratively in a team-oriented, fast-paced environment.
- Must possess an exemplary work record and criminal/child abuse clearances (Acts 34, 114, and 151).
- Must possess the ability to present information clearly and effectively both orally and in writing.
- Proficiency in the use of Microsoft Office software and Google applications for email, document creation, storage, sharing, and accessing work-related information via the internet.

Summary

The Assistant Director of Talent Management oversees districtwide recruitment, hiring, onboarding, and staffing operations while supervising Human Capital Managers to ensure consistent, efficient, and customer-focused talent practices. The role partners with school and department leaders to identify staffing needs, maintain accurate personnel data, ensure compliance with policies and contracts, and support strategic initiatives in recruitment, retention, and process improvement. Additionally, the position provides leadership, guidance, and operational support within the Office of Talent Management and assists the Executive Director of Human Resources with department planning and board-related personnel actions

Essential Duties and Responsibilities

The duties listed below are intended as examples of the types of responsibilities this position will include. The omission of specific duties does not preclude them if they are similar or related to the role.

Leadership & Supervision

- Supervises, evaluates, and directs the work of Human Capital Managers, including assigning responsibilities, monitoring performance, providing formal and informal evaluations, and making recommendations regarding hiring, discipline, and continued employment.
- Provides coaching, guidance, and performance feedback to support continuous improvement and professional growth.
- Ensures consistency in staffing practices across all schools and departments, including screening, interviewing, hiring, onboarding, separations, and employee movements.
- Exercises independent judgment in resolving personnel and operational issues related to recruitment, hiring, onboarding, and staffing processes.
- Supports the development, documentation, and communication of standard operating procedures for talent management functions.
- Assists the Chief of Talent Management and Executive Director of Human Resources in ensuring all department daily operations run smoothly.

Recruitment & Staffing Oversight

- Directs and oversees the districtwide recruitment, selection, hiring, and assignment of all personnel, ensuring alignment with district priorities, contractual requirements, and staffing allocations.
- Monitors and supports the Human Capital Managers' work related to:
 - Attending recruitment activities.
 - Application screening, selection, and prioritization for interviews.
 - Making official job offers to select, approved candidates.
- Collaborates with school and department leaders to identify staffing needs and position changes; ensures job descriptions are accurate and current.
- Ensures all hiring and onboarding processes comply with collective bargaining agreements, board policy, and applicable employment laws.
- Supervises the management of vacancy lists, staffing dashboards, and applicant tracking systems to ensure accuracy and real-time updates.
- Manages and directs the system for the recruitment, selection, employment, and assignment of all District personnel.
- Prepares District recruitment materials for all employee classifications.

Human Capital Operations

- Maintains and oversees confidential personnel data related to hiring, transfers, separations, non-renewals, and employee status changes.
- Ensures compliance with contractual obligations, including timelines and procedures related to staffing, non-renewals, reductions, and employee movement.
- Coordinates annual staffing processes such as class size monitoring, annual posting, non-renewals, staffing allocations, and salary adjustments.
- Oversees the process for annual salary changes of staff per employee contracts and board approved increases.
- Ensures staffing data is accurate for payroll, benefits, board approval, and Talent Management reporting purposes.

- Collaborates with the Finance Office, Payroll, and Talent Management Leadership to ensure alignment of employee information and timelines.
- Serves as custodian of records for all applicant and employee documents, materials, and other information, ensuring records management procedures meet all legal requirements and implementing safeguards to protect privacy.

Strategic Talent Management

- Supports the development of recruitment strategies, diversity hiring initiatives, and continuous improvement practices within the Office of Talent Management.
- Analyzes workforce data, staffing trends, and organizational needs to develop and recommend strategic staffing plans and resource allocations.
- Assists with the creation and implementation of talent pipelines, retention strategies, and onboarding enhancements.
- Contributes to the development and refinement of policies, procedures, and systems related to recruitment, onboarding, and retention.
- Oversees special staffing projects and participates in negotiations or discussions related to staffing processes.

Customer Service & Communication

- Ensures timely communication with hiring administrators, applicants, and internal stakeholders throughout the hiring process.
- Serves as a point of escalation when staffing challenges arise and provides problem-solving support to Human Capital Managers and departments.
- Promotes a positive, service-oriented approach to talent management interactions.
- Assists the Executive Director of Human Resources with departmental planning and additional responsibilities as assigned.
- Assists in the preparation of the personnel report for School Board meetings.

Other Duties:

- Performs such other tasks and assumes such other responsibilities as may be assigned.

Competencies

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

Interpersonal Skills

Works effectively with cross-functional teams to achieve common goals; Manages conflicts constructively, fostering a cooperative and productive work environment; Adjusts communication style to suit different audiences and environments, including diverse cultural and socioeconomic backgrounds; Responds promptly and effectively to inquiries from internal and external stakeholders, ensuring a high level of service; Meets commitments made to employees; 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; Balances team and individual responsibilities; Gives

and welcomes feedback; Contributes to building positive morale; Puts success of team above own interests and recognition.

Leadership Skills

Prioritizes tasks effectively to meet tight deadlines and manage multiple projects simultaneously; Ensures all project documentation is accurate, and logistics are carefully planned and executed; Optimizes the use of materials, personnel, and time to achieve project objectives efficiently; Able to handle various responsibilities concurrently without compromising on quality or timeliness; Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results; Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others; Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines; Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Assesses situations, gathers necessary information, and makes informed decisions to advance projects; Encourages and empowers team members to contribute ideas, take ownership, and work collaboratively towards common goals; Identifies potential challenges early and develops solutions to keep projects on track; Supports and guides staff through transitions related to project outcomes, ensuring smooth adaptation to new processes and systems; Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; 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.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; 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 employee is regularly required to talk or hear. The employee is frequently required to walk, climb stairs, bend, lift, and set up events that may require lifting light to medium weight boxes, moving tables/chairs, and organizing a space to have an effective event. The employee is required to use hands to fingers or handle documents, telephone, etc. The employee 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.

Terms of Employment:

The regular work year is twelve months with salary and specific work days established by the Act 93 Compensation and Fringe Benefits Program.

Evaluation

The person filling this position will be evaluated according to the terms of her/his contract and district evaluation procedure.

_____ Date: _____
Individual serving in this position