



# Senior Manager, Employee Experience

<b>Reports to:</b>	Chief Human Resources Officer	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Employee Experience/Office of the Chief	<b>Structure/Grade:</b>	Unified 130
<b>Division:</b>	Human Resources	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

The Employee Experience Manager is responsible for developing and facilitating training and growth opportunities for DCSD employees, with a focus on those seeking to advance into management and central office roles. This role leverages exit interview and survey data to identify areas for improvement and builds tailored professional development programs. The Employee Experience Manager also partners with key stakeholders across the district to ensure robust internal mobility and a strong pipeline of future leaders.

## Essential Job Duties

- Designs and delivers training programs to support employee career development, including resume writing, interview preparation, and leadership skill-building
- Analyzes exit interview and survey data to uncover trends and insights around employee retention and engagement
- Collaborates with HR and department leaders to create targeted training and mentorship opportunities based on identified development needs
- Builds relationships with school-based administrators and central office staff to promote internal mobility and growth opportunities
- Facilitates networking, job shadowing, and job rotation programs to expose employees to different roles and career paths
- Monitors and reports on the effectiveness of employee development initiatives, making data-driven recommendations for improvements
- Creates and implements strategic HR campaigns that focus on recruitment, retention, and overall employee satisfaction.
- Develops initiatives that promote organizational values, culture, and employee well-being, ensuring a positive and supportive work environment.
- Works closely with the Communications team to ensure alignment and consistency in messaging across internal and external platforms, including social media.
- Supports the creation of engaging content for various communication channels to promote HR initiatives, achievements, and events.



- Plans and organizes HR-driven events, including employee celebrations, recognition programs, wellness initiatives, and retirement celebrations.
- Ensures that all HR events align with organizational goals and employee engagement strategies.
- Coordinates logistics, invitations, and post-event communication for a seamless experience.
- Performs other duties as assigned.

### Qualifications

- Bachelor's degree in Human Resources, Organizational Development, or a closely related field is required.
- A minimum of three (3) years of experience in training, employee engagement, or talent development roles.

### Knowledge, Skills, and Abilities

- Excellent facilitation, coaching, and presentation skills
- Strong data analysis and problem-solving abilities
- Familiarity with HRIS systems and HR best practices
- Knowledge of education sector preferred, but not required

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 4/6/2026*