



Senior Manager, Talent Acquisition

Reports to:	Director, Talent Acquisition	FLSA Status:	Exempt
Department:	Talent Acquisition	Structure/Grade:	Unified 130
Division:	Human Resources	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Maintains accountability for actions that impact multiple departments. Manages the overall administration, coordination, and evaluation of human resources functions, including recruitment, staffing, and employee engagement. Provides administrative supervision and support to team members, participates in the development of policies and procedures, and oversees the department's budget management.

Essential Job Duties

- Provides technical expertise to the department, working on issues that require an in-depth knowledge of the functional area.
- Recruits, vets, hires, and manages highly qualified staff, including school-based staff, certified teachers, school leaders, and classified employees.
- Develops and supervises the implementation of strategic staffing plans to meet organizational needs.
- Coordinates recruitment efforts by planning job fairs and participating in recruitment events that occur locally or require overnight travel.
- Ensures applicant eligibility through certification verification, background checks, reference verification, and adherence to fair hiring practices.
- Facilitates professional development programs for staff and provides technical expertise on HR policies and procedures.
- Maintains Human Resources databases, processing employee records accurately and compiling data reports for analysis of staffing trends.
- Advises on Human Resources policies, ensuring their development is in line with federal and state laws, and assists in policy training.
- Leads interview panels for administrator positions.
- Oversees placement processes, including transfers, reassignments, and summer school staffing.
- Manages employee engagement, including conducting exit interviews to maintain a stable workforce.
- Oversees departmental budgets.
- Performs additional duties as assigned.



Qualifications

- Bachelor's degree from a Professional Standards Commission-approved accredited college or university in human resources management and/or educational field required.
- Minimum of seven (7) years of Human Resource Management and/or school-based administrative experience preferred.

Knowledge, Skills, and Abilities

- Knowledge of job content, educational, and training requirements for positions
- Knowledge of wage and salary administration and recruitment and hiring processes
- Knowledge of the Georgia Professional Standards Commission's Code of Ethics for Educators
- Knowledge of labor relations best practices
- Knowledge of statistical concepts
- Knowledge of data collection methods
- Good computer skills and the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Strong decision-making skills
- Ability to analyze data and prepare reports
- Ability to provide technical expertise to the department
- Ability to resolve problems that are not clearly defined
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to interact with senior management in matters that affect the department
- Ability to plan, coordinate, and manage the work of others
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

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.

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: 5/28/2026



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

Employee: _____ Date: _____

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Reviewed/Revised: 5/28/2026