

**Killeen Independent School District**

**Job Description**

**Job Title:** Talent Pipeline Success Coach Coordinator

**Exemption Status/Test:** Exempt

**Reports to:** Director of Talent Pipelines & Education Partnerships

**Date Revised:** March 30, 2026

**Dept./School:** Human Resources

**Pay Grade:** AM6

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**Primary Purpose:**

Assists in the administration, development and management of the district's pipeline recruitment programs. Supports the selection and placement of qualified personnel. Assists with recruitment efforts, pipeline applications, screening processes, tracking, training, and data reporting. Contributes to the development of curriculum and training for all pipelines.

**Qualifications:**

**Education/Certification/License:**

Master's degree, required. Bachelor's degree in Personnel Management, Human Resources, Education or equivalent, required. Principal certification preferred. Three or more years of campus and/or district administration preferred. Valid Teaching Certificate required. Minimum of 5 years of classroom experience required. Three or more years of designing and implementing new teacher development required.

**Special Knowledge/Skills:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Major Responsibilities and Duties:**

Works with principals and supervisors to identify and select pipeline personnel for assignments.

Ability to interpret data and evaluate instruction programs.

Ability to develop and deliver training to adults.

Oversees and assists with implementation of recruitment and retention strategies and a screening and selection process for all pipeline employees.

Develop and implement effective recruiting strategies including analyzing results annually and making changes as needed.

Projects yearly recruitment expenditures for budgetary control.

Identifies optimum pipeline recruiting opportunities.

Develops and maintains active relationships with college and university career teacher preparation officials and placement offices, Regional Education Service Center staff, professional associations, and other recruiting resource organizations.

Develops and manages materials, curriculum, and development of program pipelines.

Assists the campus with the assignments of student teachers, teacher apprentice, and teacher resident, visiting international teacher and others assigned.

Recommends, manages, and monitors applicant screening tools to include video interviewing tools.

Compiles, maintains, and files related reports, records, and other documents required.

Complies with policies established by federal and state law, State Board of Education rule, and local board policy.

Reviews certifications to ensure that pipeline participants have the appropriate credentials for assignments.

Maintains current on all certification requirements such as emergency permits, hardship permits, TCAP's and one-year certificates.

Performs reference checks on pipeline applicants.

Develop and maintain job descriptions and onboarding processes for pipeline positions within the district.

Assists with drafting, reviewing, and updating pipeline policies.

Participates in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.

Assist with annual research regarding employee satisfaction, morale, and communications within pipeline pathways.

Assists with the recruitment, selection and training of mentor teachers.

Monitors pipeline retention and turnover through analysis of data and exit interviews.

Collaborates with other departments to plan and create professional development opportunities for current pipeline participants.

Supports the continuous professional growth and improvement of program participants through coaching and collaborative problem-solving.

Presents information and updates to the School Board when requested.

Performs other duties as assigned.

**Supervisory Responsibilities:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Directly supervises and evaluates Human Resources support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals. Phone systems, and peripherals.

**Posture/Physical Demands:** Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching.

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

**Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. District-wide travel to multiple campuses, as assigned. Possible travel outside of the district. The noise level in the work environment is usually moderate. Occasional work during the weekends and evenings for special school functions. May work outside with extreme temperatures (hot and cold) and humidity extremes, regular exposure to noise and computer monitors.

**Mental Demands:** Work with frequent interruptions; emotional control under stress.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.