

**Supervisor of Talent Management  
New Hanover County Schools**

**Job Description**

**Class:** Administrative  
**Division:** Human Resources

**TITLE:** Supervisor of Talent Management

**QUALIFICATIONS:**

1. Bachelor's degree in Administration, Education, or Human Resources. Master's degree preferred; NC Administrator's Certificate, Human Resources Professional Certification preferred or equivalent combination of education and experience.
2. Current NC teaching license preferred.
3. Seven or more years of experience in education or human resources.
4. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Assistant Superintendent of Human Resources

**JOB GOAL:** Provide leadership in designing, implementing, improving and supporting the full human resources cycle of services for employees; ensure quality personnel support services to district-wide administrators; and ensure effective and compliant personnel practices in recruitment, retention, employee relations, licensure, and benefits administration.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues and confidentiality.
2. Lead the employee recruitment, selection, and onboarding processes to ensure appropriate staffing with highly qualified candidates.
3. Coordinate recruitment activities including the establishment, maintenance and growth of a highly qualified and diverse applicant pool for all positions. Develop short and long-term recruiting and retention plans.
4. Ensure advertisement procedures and recruitment practices are kept current and equitable to reach diverse and highly qualified certified and classified applicant pool.
5. Plan informational meetings, orientations, workshops, and professional development sessions for employees.

6. Manage employee performance, employee relations, evaluations, position allotments, and personnel concerns.
7. Stay abreast of legislative updates as they relate to human resources law, policy and practices.
8. Create, document and revise personnel processes and procedures in compliance with local, state, and federal policies and laws.
9. Collaborate with administrators, mentors, and staff to address concerns and resolve problems.
10. Coordinate special projects including employee recognitions and community partnerships.
11. Perform other duties and responsibilities as requested by the Assistant Superintendent of Human Resources or Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both verbally and written, with school personnel, employees, central office staff and the public while complying with the confidentiality requirements of local, state, and federal policies and statutes.
- Demonstrate knowledge of principles, procedures and practices of public personnel administration.
- Ability to provide leadership and supervision of planning, developing, maintaining and improving recruitment and retention programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of Microsoft Office Professional software and Google Suite.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.