

Job Title:	Director of Talent Acquisition
Grade Level/Terms of Employment:	Grade 133 / Twelve-month (260 days) contract position with excellent benefits
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Chief Talent Officer

General Description:

The Director of Talent Acquisition oversees a comprehensive, division-wide recruitment program including staff hiring, substitute management, licensure, onboarding and resignations. The Director of Talent Acquisition works under the direct supervision of the Chief Talent Officer for Richmond Public Schools (RPS).

Essential Duties and Responsibilities:

- Develop a strong understanding of RPS' vision and strategic goals and implement a strategic talent acquisition plan that support those goals and drive scalable best practices to attract and retain top talent
- Oversee and direct all of the Talent Acquisition (TA) activities and ensure all recruitment/selection actions comply with federal and state laws, school board policies and RPS administrative procedures
- Partner closely with Principal Directors, Chiefs and other key internal leaders to identify solutions to talent problems/issues
- Establish and maintain comprehensive recruiting partnerships with colleges, universities, community stakeholders and other school divisions
- Partner with our Communications & Marketing team, as well as external vendors to enhance the employer brand
- Manage the recruitment budget and plan appropriately for future needs of the TA team and RPS
- Motivate, develop and grow a team of high performing TA professionals across the full recruiting landscape at RPS, with the goal of meeting the aggressive demand for talent while keeping a keen eye on candidate quality and upholding the high standards we have in our recruiting practices
- Oversee the Licensure Specialist to ensure applicants meet licensure qualifications and all professional licensed staff maintain appropriate license and/or endorsement
- Delegate assignments as appropriate and evaluates the work performance of TA staff
- Provides leadership on other related duties as assigned

Qualifications:

- Bachelor's degree in human resources management or related field. Master's degree in a related area is preferred
- Eight years of experience including at least three years of progressive experience at a leadership or senior level within discipline with emphasis on recruitment methodologies and practices
- Previous experience growing and managing a team of successful recruiters with talent acquisition experience in all aspects of the recruiting lifecycle, from sourcing to closing

- Experience in the development and implementation of innovative recruitment and retention strategies
- Ability to establish and maintain successful recruiting partnerships that will facilitate the hiring of high quality applicants
- Excellent interpersonal, communications, planning, presentation, public relations and organizational skills are required
- Knowledge of Internet-based recruitment strategies, programs and best practice techniques is essential
- Must be able to travel 3-5 days out of a week during peak recruitment periods and handle/lift packaged recruitment materials weighing 35-50 lbs
- Experience with Microsoft Word, Excel and the use of Email, Internet and Intranet communications is essential

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs administrative work in the coordination and supervision of Talent Acquisition activities. Work requires vocal communication for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data. Job requires frequent standing, walking, bending, stooping, and lifting packaged recruitment up to 50 pounds.