

Chief Recruitment, Retention, and Talent Development Officer (JC 0797)

General Definition of Work

The Chief Recruitment, Retention, and Talent Development Officer, under minimal supervision, performs senior level work with extensive decision-making discretion overseeing the recruitment, retention and talent development division. These areas include recruitment of all positions within the district, teacher development and pipelines, CMS teacher residency program/alternative pathways, beginning teacher development and support, Teacher Leader Pathway Program, National Board for Professional Teaching Standards, and facilitating partnerships. This position is responsible for assessing system-wide staff development needs, setting specific goals, developing training programs to meet specified needs, evaluating the effectiveness of existing programs, and ensuring strong alignment to the overarching curriculum goals through collaboration with stakeholders. The employee is a member of the Superintendent’s Executive Cabinet. Employee performs advanced and supervisory work to carry out Board of Education policies and procedures related to recruitment, retention, and talent development under the direction of the Superintendent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

PG 15/Full-time, 12 months

Reports To

Superintendent

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte-Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise, and evaluate assigned staff/programs
- Investigate, analyze, and formulate methods for handling special projects/reports
- Manage and monitor departmental budget
- Oversee and manage the recruitment, retention and talent development teams to ensure a sense of urgency with the recruiting schedule, appropriate levels of support for the beginning teacher program, teacher development/pipelines, etc.
- Oversee and monitor district vacancies and align recruitment strategies to recruit and source candidates to fill existing vacancies throughout the district
- Collaborate with building principals and relevant district departments, including principal supervisors, for staffing solutions to include a defined recruitment plan that correlates with staffing needs
- Create a recruitment plan that provides creative solutions for filling vacancies

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- Oversee and implement CMS alternative pathways program for teachers (CMS Teacher Residency) to include coursework, professional development, and licensure
- Create, implement, and monitor the Beginning Teacher Support Plan
- Oversee the on-going professional development of beginning teachers to include new teacher orientation, mentor plan, new teacher observations and evaluation
- Oversee professional development and induction of teachers who are new to CMS
- Develop and maintain higher education partnerships, student teacher placements, internship placements, and all clinical/observation requests
- Oversee and maintain Teaching Fellows partnership
- Collaborate and develop a comprehensive onboarding plan and a long-range district professional development plan aligned to the strategic plan
- Coordinate districtwide systems for scheduling, delivery and assessment
- Oversee and monitor Safe Schools training
- Plan and coordinate all staff recognitions (Principal of the Year, Teacher of the Year, etc.)
- Plan, facilitate, and deliver professional learning experiences for educators
- Attend regular and called meetings of the Board of Education as needed/required
- Facilitate staff meetings and attend other related meetings as needed/required
- Complete local, state, or federal surveys and reports accurately and promptly
- Participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive knowledge of principles, practices, and procedures of public schools
- Comprehensive knowledge of school board and administrator objectives, procedures, and organization
- Thorough knowledge of federal, state, and local policies/regulations regarding curriculum planning and organizational development
- Thorough knowledge of county and school board policies, procedures, and standards
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement

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- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree required
- Master's degree in School Administration or related area preferred
- NC Certification (Principal or Superintendent) preferred
- Minimum of five (5) years' experience as building or district administrator preferred
- Equivalent combination of experience and education

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Charlotte-Mecklenburg Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.