

Executive Director - Human Capital

The Executive Director - Human Capital ("Executive Director") supports the Chief Human Capital Officer (CHCO) in leading and managing all human capital strategies, operations, and policies. The Executive Director uses a data-driven approach to provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Executive Director will lead a team of Directors to support the essential functions of HC.

Essential Functions

- Works closely with departments as a strategic business partner, ensuring managers understand and implement policies and procedures which result in positive student achievement.
- Develops HC planning strategies with managers, which consider immediate and long-term staff requirements in terms of numbers and talent required.
- Oversees the identification, attraction, development and performance of talent.
- Acts as a catalyst for change throughout the organization.
- Formulates and proposes human resources policies and procedures.
- Creates a team that respects and values diversity throughout the organization.
- Supports wage and salary structures that effectively respond to the competitive labor market.
- Works collaboratively to establish and maintain competitive, cost-effective benefit programs and services.
- Keeps abreast of current trends and developments relating to human capital best practices in support of an effective and efficient human capital organization.
- Leads assigned staff in developing strategic long-term goals for the department focused on providing quality customer service.
- Provides leadership and oversight for enhancements to all HC information systems.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibilities include staff performance reviews and the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
- Leads staff in the development, implementation, and documentation of improvement plans, policies and procedures to ensure positive outcomes for student achievement.
- Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.
- Maintains confidential and sensitive information.
- Acts as designee for the Chief Human Capital Officer.
- Performs other duties as assigned.

- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies, administrative regulations, and professional standards.

Maximum Salary\$263554.00

Minimum Salary\$163334.00

Desired Qualifications

- Bachelor's degree required.
- At least 12 years of relevant professional experience with at least 10 years of supervisory/managerial experience. Experience in K-12 education and in K-12 human capital/resources strongly preferred.
- Unless expressly stated otherwise with respect to the qualifications indicated in the position description, City Schools reserves the right to consider other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and Power Point.
- Ability to exercise independent judgment.
- Skill in research, presenting, and explaining policies and procedures, assembling data, preparing complex reports, and formulating and presenting recommendations.
- Ability to work collaboratively.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as government agencies and community stakeholders.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications

- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is not affiliated with a bargaining union.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$163,334 - 220,530).