

Director - Strategic Staffing

Posted Date 6 days ago(5/5/2026 4:07 PM)

Location Name : Talent Management

Salary Min: USD \$97,154.02/Yr.

Salary Maxl: USD \$138,759.87/Yr.

Category: Central Office

of Openings: 1

Close Date: 5/11/2026

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

Leads the staffing initiatives for the district to include resolving unusually complex problems and providing solutions that are highly innovative. Responsible for directing a team of Human Resources Staff for the efficient and effective operation of the strategic staffing divisions (Instructional, Non-Instructional, & Talent Acquisition) by identifying the staffing needs for each department by coordinating with hiring managers for their requirements and specific instructions for job postings. The Director - Strategic Staffing monitors the performance of the staff, delegating tasks, and ensuring that the strategic staffing operations adhere to the district's policies and structured guidelines. They oversee the efficient transactional operations with loading and on-boarding new candidates as well as the transfer and termination of employees within the HRIS system. They also support the development and execution of the district's comprehensive recruitment plan for both instructional and non-instructional roles.

Essential Job Functions

1. Oversees design of the comprehensive recruitment and staffing strategy to meet projected hiring needs and district's instructional talent imperatives. Leads strategic staffing initiatives to support school and district leaders as needed.
2. Serves as lead on large scale projects such as designing, implementing, and maintaining the district wide staffing strategic plan utilizing a high degree of ingenuity, creativity, and resourcefulness. Supports in the development of talent management framework and support for school-based budgeting (SBB), staffing checkout, strategic retention, and strategic school design initiatives.

3. Ensures Strategic Staffing employees are providing superior customer service to all stakeholders, processes are streamlined and efficient, and the best service delivery methods are implemented. Ensure Strategic Staffing advisor's provide continuous communication and staffing advisement to hiring managers (Principals) on a consistent basis.
4. Oversee the regular and systematic review of vacancy and selection data to ensure that vacancies are being filled in timely manner, within classroom size guidelines, and to make adjustments as necessary. Progress monitors instructional staffing SMART goals, key performance indicators, team goals and metrics. Ensures the Strategic Staffing divisions are tracking the most strategic metrics and data, promptly elevating important findings to the Chief of Human Resources, and other appropriate District Staff
5. Oversees direct report(s) to effectively recruit, train, motivate, delegate, monitor and evaluate their activities, including hiring, and disciplinary decisions. Provides staff with resources needed to successfully perform work (including candidate onboarding, candidate data entry/maintenance/reporting within the ATS and HRIS systems).
6. Incorporates feedback from hiring managers (Principals) into the recruitment and selection process. Develops processes to continuously provide high quality candidates to all hiring managers. Works collaboratively with key partners to accurately forecast vacancies and talent needs for upcoming school years.
7. Compile and analyze statistical data and reports to identify and determine causes of personnel problems and develop action plan for improvement of organization's personnel policies, processes, and practices.
8. Collaboratively develops strategies for instructional development, professional learning, and workforce planning. Recommends, evaluates, and participates in staff development for the organization.
9. Works collaboratively with other managers and management representatives in the Talent Management Division to achieve a system-wide result. Maintains strong relationships with the teacher and principal pipeline programs (e.g. TFA, MTR, River City, etc.). Builds and manages strong working relationships with district, regional office, and school-based staff and other stakeholders as needed. Formulates local targets, goals, and activities that are in sync with and support the broader goals and objectives of the organization.

10. Executes the responsibilities according to lawful and ethical standards. Uses personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles. Generates innovative solutions and strategies that allow principals to hire earlier and more effectively and meet needs identified for individual schools. Communicates regularly with the Chief of Human Resources to monitor staffing progress and discuss current teacher needs and challenges. Collaborates with the Talent Acquisition Manager on interviews, hiring events, and other strategic hiring opportunities.
11. Develops a departmental budget as it applies to the Strategic Staffing division, Oversees and submits program expenditures and prepares financial forms and reports.
12. Leads the staffing team in developing long-term plans, calendars, timelines, processes, and systems to ensure effective and early hiring takes place.
13. Manages a team of employees responsible for data entry, validation and reporting of employee data or records within the district's HRIS. Ensures accurate and timely routine enterprise activities, verification tasks and related clerical duties. Responsible for continually updating, inserting, and maintaining employee electronic records.
14. Provides expertise and guidance on all employee onboarding processes from recruitment, data entry, employment compliance, to school placement.
15. Navigates district policies around tenure, evaluation, and new hire processing and counseling principals and support staff on appropriate procedures and documentation.
16. Serves as a resource to management on staffing issues, trends, and/or best practices; performs analysis and recommends changes and/or improvements.
17. Works with the Professional Learning & Support team to align the career pathways and leadership pipeline to the principal recruitment and selection process.
18. Serves as back-up in the absence of the Chief of Human Resources in addressing school-based staffing concerns and/or other escalated issues.
19. Performs other related duties as assigned or directed.

Minimum Qualifications

Master's degree in Public Administration, Business Administration, Educational Administration, Human Resources, or a closely related field (or an equivalent combination

of education and experience), with at least seven (7) years of relevant professional experience for a total of thirteen (13) years. This experience must include a supervisory role. Experience in an educational environment with responsibility for hiring teachers, as well as knowledge of teacher licensure, is preferred.

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.

Additional Job Details

AMERICANS WITH DISABILITIES ACT COMPLIANCE

MSCS is an Equal Opportunity Employer. MSCS provides reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Interested persons should apply for the position directly through the MSCS careers website: www.scsk12.org

Salary Range: \$97,154.02/yr. minimum to \$138,759.87/yr. maximum