Tigard Tualatin School District 23J

Job Description

Work Year: 260 days
Bargaining Unit: Confidential/Manager
FLSA Status: Exempt
Salary: Column E

JOB TITLE: Talent Acquisition and Retention Manager **REPORTS TO:** Chief Human Resources Officer

GENERAL DUTIES SUMMARY:

The Talent Acquisition and Retention Manager develops and implements strategies to attract, hire, and retain a diverse, high-quality workforce that reflects the values and needs of the district. This role leads recruitment initiatives, supports onboarding and induction processes, oversees the Diverse Educator Pathway program, and champions employee engagement and retention practices—including the facilitation of Staff Affinity spaces—to support staff well-being, satisfaction, and longevity.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Talent Acquisition

- Design and lead recruitment strategies to attract diverse and qualified candidates for all position groups.
- Build and maintain strong relationships with colleges, universities, professional organizations, and community partners.
- Manage job postings, applicant tracking, and hiring processes in collaboration with hiring managers and HR staff.
- Plan and attend job fairs, career events, and networking functions to promote district opportunities.
- Oversee the development of recruitment materials and branding to reflect district culture and equity commitments.

Retention

- Develop and implement employee retention strategies, including engagement surveys, stay interviews, and exit interviews.
- Analyze data and trends to identify causes of turnover and recommend solutions.

- Oversee and support the induction and mentoring of new employees in collaboration with the Teaching & Learning department.
- Promote internal mobility and professional growth opportunities.
- Coordinate employee recognition and appreciation initiatives.
- Designs and delivers professional development for district and site leaders on culturally and/or linguistically responsive retention strategies, with a focus on fostering inclusive, identity-affirming workplace environments.

Equity & Inclusion

- Integrate equity-centered practices into talent acquisition and retention strategies.
- Ensure processes are inclusive and accessible, reducing barriers for underrepresented candidates and employees.
- Partner with the Director of Equity to align efforts with district equity goals.

Data & Compliance

- Track and analyze talent acquisition and retention metrics; present findings to leadership.
- Ensure compliance with local, state, and federal employment laws and district policies.
- Maintain accurate records and documentation.

QUALIFICATIONS:

Minimum:

- Deep understanding of equitable hiring practices, talent acquisition strategies, and workforce development in public education settings.
- Knowledge of culturally and linguistically responsive retention frameworks.Familiarity with collective bargaining agreements, labor laws, licensure pathways (e.g., Grow Your Own or DEP models), and EEO compliance.
- Strong project management skills, including planning, execution, and evaluation of districtwide initiatives.
- Skill in facilitating affinity spaces, coaching diverse teams, and presenting professional learning.
- Effective use of data to inform decision-making and program improvement.
- Ability to build trust and relationships across diverse employee groups.
- Ability to lead equity-focused initiatives while balancing multiple stakeholder priorities.
- Ability to interpret and apply policies, procedures, and data with accuracy and fairness.
- Demonstrates cultural humility, emotional intelligence, and resilience.
- Personally committed to educational equity and workforce diversity.
- Maintains a growth mindset and a service-oriented approach.
- Requires critical thinking, strategic planning, and sound judgment under pressure.
- Must navigate complex systems and adapt to rapidly shifting priorities.
- Sustained mental attention needed to analyze retention trends and design meaningful solutions.
- Strong written, verbal, and intercultural communication skills.
- Proficient in applicant tracking systems (e.g., PowerSchool, iCIMS), and Google Workspace or Microsoft Office Suite.
- Ability to analyze and present workforce data using spreadsheets, dashboards, or visualization tools.
- Comfortable using virtual platforms (e.g., Zoom, Google Meet) for facilitation and collaboration.
- Anticipates challenges in workforce engagement and develops proactive solutions.

- Applies root cause analysis to issues like attrition, burnout, or pipeline drop-off.
- Collaborates across departments to resolve complex personnel or programmatic barriers.
- Trusted to handle confidential or sensitive matters with discretion .

EDUCATION and EXPERIENCE:

Bachelor's degree in Human Resources, Public Administration, Education, or a related field.

Have or obtain a pHCLE, SHRM-CP or the like license

Three (3) years of experience in recruitment, retention, or HR in a complex organization.

Strong project management, communication, and relationship-building skills.

Demonstrated commitment to diversity, equity, and inclusion.

Bilingual/Bicultural preferred

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit or stand for extended periods of time.
- Use hands to operate a computer and other office equipment.
- Communicate clearly and effectively, both in person and via phone or video conferencing.
- Occasionally lift and/or move up to 25 pounds (e.g., materials for presentations or recruitment events).
- Travel between district sites and to offsite recruitment or networking events as needed.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Confidential/Manager Agreement between Tigard-Tualatin School District 23J and the Confidential/Manager group.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____