**Position Title:**

ASD Talent Manager

**Reports To:**

Chief of Communications and External Affairs

**Location:**

Achievement School District - Central Office

Memphis, Tennessee

**About the Achievement School District:**

The Achievement School District (ASD) serves as the State of Tennessee Department of Education’s most intensive intervention method for schools under the Every Student Succeeds Act. The ASD currently operates twenty-seven schools across the state of Tennessee.

The ASD seeks to hire a Talent Manager.

**Position Overview:**

The ASD Talent Manager will support school leaders in the recruitment, development, and retention of effective teachers by acting as a recruiter for all ASD schools, providing professional development on talent selection techniques, retention strategies, and innovative recruiting ideas. This position will also develop and implement strategic district recruitment and retention plans to meet current and future staffing needs. The Talent Manager will plan and develop ASD job fairs and participate in external job recruitment activities. He or she will maintain partnerships with colleges and universities to build and develop a strong pipeline for recruiting talent, travel to reciprocating states, and establish the ASD as an employer of choice. He or she will leverage social media to continuously recruit top talent to create a diverse applicant pool. Also, vital to this role is the management of TNCompass and conducting quarterly data reviews to assist educators in maintaining standard certification, and assist with implementing licensure guidelines set by the Tennessee Department of Education.

**Position Responsibilities:**

*Recruitment and Retention*

* Set ambitious goals, define clear metrics, outline a comprehensive strategy, and design systems to track the ASD’s practices to source, select, and effectively confirm top talent across the nation to ensure that our network of schools are consistently staffed with excellent educators
* Develop timelines and work plans that include a variety of strategies for networking, recruitment, and relationship management.
* In partnership with hiring managers, write job descriptions, define core competencies, and design/execute aligned interview processes for school leadership or network positions that accurately screen for requisite characteristics, skills, and experiences to make excellent hires for roles across the network.
* Manage programmatic efforts to staff our turnaround schools with a quality teaching pool underpinned by continuous improvement.
* Manage our external partnerships with colleges, universities, EPP programs, and other local organizations to ensure the development of talent pipelines including coordination of retention programs for teachers and leaders
* Leverage social media, internet sourcing, and other virtual platforms to build awareness of job opportunities
* Utilize the Tennessee Department of Education recruitment tools, including the TN Teacher Jobs Board and TN teacher Jobs Connection to advertise positions.
* Plan and execute successful events related to talent sourcing and recruitment
* Work alongside ASD’s chief of communications and external affairs to develop branding materials (print and digital) needed to promote recruitment and retention efforts; Respond to recruitment inquires through designated platforms.
* Prepare and review the annual recruitment budget

*Talent Systems, Certification, and Data Management*

* Consistently examine and analyze the district’s processes for recruiting, hiring, and exiting employees
* Collect and analyze data to determine the efficacy of recruitment efforts and to inform future planning
* Secure systems used to track and capture data related to hiring and sourcing; leverage these systems to communicate progress against goals and drive strategy, action planning, and decision-making at the school and portfolio levels
* Track progress toward recruitment goals quarterly and determine strategies for course correction as needed to meet the recruitment target
* Review data imports in TNCompass, oversee TEAM Evaluation import deadlines, and district teacher certification reporting
* Create and refine processes to conduct teacher license reviews
* Utilize climate surveys, exit surveys, and job satisfaction surveys to analyze data to identify district trends and develop strategies to improve employee retention

*Continuous Improvement + Development*

* Provide ongoing and data-driven coaching and support for hiring managers across the organization to select and confirm high-quality staff members
* Design and lead professional development to train administrators, principals, talent acquisition/recruitment/marketing managers on effective hiring practices, building teams, employee retention strategies, and other employee development processes
* Provide leadership, support, and vision to the district on understanding market conditions for targeted and hard-to-fill candidate pipelines.
* Pursue opportunities to make presentations at colleges, universities, and other local organizations.

**Knowledge and Skills Required:**

* Demonstrated commitment to improving student outcomes and educator and staff effectiveness
* Demonstrated impeccable organizational skills and the ability to follow through on all commitments in a timely fashion
* Ability to convey ideas and information clearly through oral and written communication channels and to tailor messaging for various audiences
* Ability to effectively compose a wide variety of documents in both written and electronic formats (e.g., reports, memos, letters, policies, etc.) to convey information as directed by the chief of communications and external affairs
* Ability to travel, recruit high-quality candidates for ASD, and manage daily administrative tasks without losing sight of long-term goals and planning
* Knowledge of TNCompass and TEAM evaluation process
* Ability to build and maintain partnerships and thoughtfully navigate challenging situations
* Ability to hold exceptionally high standards for the quality of work and a reflex to continuously improve
* Ability to protect and maintain the confidentiality of records and information

**Qualifications:**

* Bachelor's degree from an accredited college or university. Master's degree preferred
* At least 7 years of work experience with at least 4 years district/school leadership experience to include planning, organizing, and staffing or 4+ years of experience in Talent Acquisition/Human Capital
* Knowledge of school/district organization and practice highly desirable

**Position Type and Expected Hours of Work**

This is a full-time position. Expected work hours are 37.5 hours per week, from 8-4:30 p.m. with an hour lunch break.

**Salary and Benefits:**

The annual salary for this position is $80,000. In addition, a [comprehensive benefits package](http://www.tn.gov/hr/topic/benefits) is included.

**To Apply:**

Please e-mail a cover letter and resume to **chelsea.cash@tn.gov**

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