



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF TALENT SEARCH AND INTERNATIONAL BACCALAUREATE

JOB TITLE:	Director of Talent Search and International Baccalaureate	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Deputy of Curriculum and Instruction	TERMS:	226 Days
DEPARTMENT:	Network Administration	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Manages and coordinates organization-wide efforts to ensure that performance management and quality improvement programs are developed and managed using a data-driven focus that sets priorities for improvements aligned with ongoing strategic imperatives; conducts full life cycle recruitment in sourcing the best talent for East Texas Advanced Academies; maintains effective programs for retention, promotion and succession planning; coordinates instructional services and related support activities for the International Baccalaureate program; promotes the International Baccalaureate philosophy

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university

Experience:

- Recent experience recruiting in multiple discipline areas and levels, including hiring for nonexempt, exempt and leadership positions
- Experience preferred in designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management
- Experience preferred in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide professional expertise and support in the design, development and implementation of the talent review process that is required to achieve business goals and results in the creation of an internal bench of top talent
2. Collect, analyze and maintain data gathered to inform targeted leadership development (e.g., succession planning)
3. Participate in organizational strategic planning and provide leadership for performance management and quality improvement policy development
4. Research and assist in the development of performance management training programs that focus on enabling the workforce to achieve improvements with priority organizational concerns
5. Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies; develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring
6. Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning
7. Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments
8. Create and maintain an environment of equal employment opportunity, diversity and competitive advantage in support of the company's diversity and inclusion strategic plan
9. Conduct presentations and training
10. Ensure that organization-wide talent management and performance management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness
11. Recruit full-time, part-time, temporary, contractual and intern personnel; manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, on-boarding, etc.); develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle



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MAJOR RESPONSIBILITIES AND DUTIES:

12. Work closely with the LISD HR to collect and coordinate aggregate data for talent pool and translate those data into insights through data analysis that drives deliberate action plans at the appropriate levels
13. Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates
14. Support International Baccalaureate philosophies
15. Attend International Baccalaureate training as required
16. Oversee teaching instructionally using the International Baccalaureate framework
17. Coordinate the acquisition and distribution of current curriculum guides and other instructional materials
18. Coordinate analysis of available test data for a detailed profile of academic/instructional strengths and weaknesses; coordinate departmental action plans to enhance strengths and overcome weaknesses
19. Assume primary responsibility for IB retention: facilitate departmental activities directed toward implementation of action plans for instructional improvement
20. Drawing upon the specialized expertise of department chairperson/lead teachers as needed, assess teachers and provide assistance tailored to individual needs based upon IB teaching framework
21. Provide ongoing assistance with classroom management and use of varied instructional strategies
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Oct., 2019