



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Staffing and Talent Management

Prepared Date: 01/20/2022

JOB GOAL:

To direct the staffing and allocation process for the District in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization and to assist in coordinating the management of the District FTE data.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

Non-Exempt

QUALIFICATIONS:

1. Valid Arkansas Elementary/Secondary Principal/Administrator License.
2. Three (3) years' experience as an Elementary/Secondary Principal or other Administrative Experience.
3. Evidence of strong organizational skills.
4. Strong interpersonal skills.
5. Evidence of strong oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assist in the overall recruitment and sustainability of teacher talent in the district.
2. Evaluate and prepare school-by-school student projections on a yearly basis to determine subsequent year staffing allocations in conjunction with Information Services, Student Services, and other areas of instructional leadership.
3. Prepare, implement, and monitor the District's staffing formula including all certified personnel allocations. Direct standards assurance in relation to licensure, staffing requirements, and monitor class size compliance process. Administer and adjust allocated positions throughout the school year based upon school/department requests and available resources to ensure the integrity of the staffing process, involving the Human Resources and Financial Services Departments as needed.



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4. Prepare and troubleshoot the Standards Assurance annual report submitted to the Arkansas Department of Education. Review Standards and Assurance Accreditation Reports with Arkansas Department of Education and LRSD staff/administrators of all citations and deadlines.
5. Coordinate the calendar committee process related to the creation of the student attendance calendar.
6. Works with the Director of Professional Development to plan and direct the new teacher induction program. In-service appropriate district personnel and school site staff in understanding FTE projection and staffing formulas and provide other training as assigned.
7. Provide guidance and counseling for certified personnel.
8. Work with the district administrative staff concerning employee grievances.
9. Assist in development and monitoring of evaluation procedures.
10. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.