

# EDCHIEFS

## Chief Talent Officer – Job Description (Part-Time Remote Consultancy)

### Chief Talent Officer - Key Responsibilities

- Facilitate initial consultancy with leadership team to clearly define partnership work streams, goals, benchmark metrics, and key outcomes for the role and organization
- Ensure fair staffing formulas are consistently applied across all schools to provide schools with high-quality staff to meet their instructional needs
- Ensures strong ongoing communication with Principals and central office leaders about their ongoing staffing needs, ensuring responsive and thoughtful approaches to filling vacancies early with high-quality talent
- Oversee the recruitment of all staff for the district (including central office and school-based roles) by implementing creative, cost-effective strategies for attracting and selecting diverse, high-quality talent
- Draft, review and promote compelling and clear job descriptions for all roles
- Oversee rigorous, selective hiring processes to ensure that all hiring managers are equipped with the necessary resources to lead efficient, effective selection processes to hire high-performing staff
- Design an efficient, informative and comprehensive on-boarding process that fully introduces and integrates new staff members to the organization.
- Support in managing direct reports through intensive differentiated coaching. Provide team performance updates through targeted feedback, and interventions

### Qualifications

- Currently serving/ have formerly served in a Senior Level role within an education system (Senior Director, VP, Chief, Managing Director, Equivalent or Higher)
- 7 Years professional experience - minimum
- 3 Years related experience
- Bachelor's Degree Required – Masters Preferred
- Strong commitment to Diversity, Equity, and Inclusion
- Willing to work a minimum of 10hrs a week (remote)

### Compensation/ Time Commitment

- This work is largely part-time with a minimum of 10 Hours a week. Potentially 10-20 hours a week (contingent on the needs of the organization)
- Compensation = \$55.00/Hour

### Anti-discrimination policy and commitment to diversity, equity, and inclusion

- EdChiefs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
- This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.