

CHIEF TALENT OFFICER

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Category: **Administration**

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Date Closing: **05/26/2017**

BRIDGEPORT PUBLIC SCHOOLS

Aresta L. Johnson

45 Lyon Terrace, Room 203

Superintendent

Bridgeport, CT 06604

Closing Date – May 26, 2017

Available – July 3, 2017

CHIEF TALENT OFFICER

The Chief Talent Officer (CTO) occupies a vital role in overseeing talent management for the Bridgeport Public Schools, in alignment with the District Strategic Plan and in unwavering support of school in their quest for optimal student achievement. Responsible for providing leadership, strategic and active direction and support in every human resource function to the Bridgeport Public Schools, which consists of 21,000 students, 3000 employees, and 9 bargaining units.

RESPONSIBILITIES

- Oversees the development of annual Human Capital metrics, which result in attracting and deploying a highly effective and diverse workforce that achieves rigorous student outcomes.
- Initiate state-of-the-art programs and systems to focus on excellence in recruitment, selection, assignment, development, induction, credentialing and performance management of all staff.
- Work closely with the leaders in the academic, finance, legal, technology and support service functions to ensure alignment towards student achievement goals, and other related initiatives
- Frequently reviews and utilizes metrics related to Human Capital to ensure attainment of goals and quality measures of the workforce;
- Plans, develops, and revises policies in accordance with state legislation for submission to the Board of Education for adoption; maintains policy handbooks.
- Oversees and monitors personnel laws including, but not limited to equal employment opportunity, sexual harassment, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Title IX of the Education Amendments, and Family Medical Leave Act.
- Participates in collective bargaining agreement negotiations with certified and non-certified bargaining units.

- Researches, organizes and prepares information and represents the school district in fact-findings, arbitration and representation cases, CHRO, grievance hearings and other legal proceedings.
- Conducts preliminary investigations of DCF referrals.
- Serves as the EEO officer for the Bridgeport Public Schools. Conducts preliminary investigations of employee complaints; makes recommendations for solution.
- Organizes training for new hires in the certified and non-certified categories.
- Provides guidance and support to all professional staff in assuring compliance with due process investigation and evaluations.
- Lead the talent management staff in continuous improvement and customer service efforts to ensure best practices;
- Supervises the performance of all staff within the department to ensure a service model that focuses on the human capital needs of schools and all work locations.
- Provides guidance and direction to direct reports toward their professional development to ensure and maintain a competent unit.
- Establish and ensure accountability for work standards and performance.
- Prepares necessary reports for the Superintendent and Board of Education.
- This position reports to the Superintendent and performs other duties that may be assigned by the Superintendent

SKILLS, KNOWLEDGE, QUALIFICATIONS, EXPERIENCE

- Master's degree in Educational Administration, Human Resources, Business, Labor Relations, Law or a closely related field.
- Extensive (minimum of 10 years) relevant work experience preferred
- Experience in an educational setting preferred
- Understanding of best practices in human capital management
- Excellent communication, interpersonal, and organizational skills
- Ability to manage multiple priorities and work effectively with diverse groups
- Ability to work within tight time constraints and under stressful conditions.
- Knowledge of administrative policies and practices
- Knowledge of developments and trends in human capital management.
- Previous experience working in Public Sector Human Resources is highly desirable.

The above description covers the principal duties and responsibilities of the job. The description shall not however, be construed as a complete listings of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent.

This is a 12 month Unaffiliated position. The salary range for this position is \$125,000 - \$140,000

Applications for employment are accepted through the on-line site listed below:

<http://www.applitrack.com/bridgeport/onlineapp>

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