



Saint Louis Public Schools
CAREER OPPORTUNITY

Position Title:	Chief of Talent, Strategy Officer
Payroll/Personnel Type:	12 Month
Reports to:	Superintendent of Schools
FTE:	1.0 FTE
Union Eligibility:	Not Eligible
Salary Range:	\$165,000 - \$185,000

Position Summary:

Saint Louis Public Schools is committed to developing and sustaining a workforce that is skilled, motivated, and aligned with the district's goals, thereby directly impacting the quality of education provided to students.

The Chief Talent and Strategy Officer (CTSO) is a critical leadership position in Saint Louis Public Schools, responsible for strategically guiding key human resource functions integral to shaping the educational environment. This role demands a dynamic leader capable of merging talent strategies with the district's overarching goals, fostering a high-performance culture, and aligning Human Resources (HR) practices with the school district's strategic plans. The ideal candidate will be an equity champion who is forward-thinking, identifying future HR needs and challenges, and formulating proactive strategies to effectively address them.

Recruitment and Staffing:

- Develop strategies to attract, recruit, and retain top educators and staff.
- Manage the hiring process to ensure efficiency, equity, and alignment with district needs.

Total Rewards and Compensation:

- Design and manage a comprehensive rewards package, including salary benchmarking and benefits administration.
- Communicate and align compensation philosophy with organizational goals.

HR Information Systems Management:

- Oversee HR systems for efficient operation and data management.
- Ensure HR data security and privacy.

Employee and Labor Relations:

- Manage employee relations, resolving conflicts, and promoting a respectful workplace culture.
- Handle labor union negotiations, contract management, and compliance with labor laws.



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Legal Compliance:

- Ensure HR practices adhere to legal standards and stay updated on employment law changes.

Performance Management:

- Implement effective performance appraisal systems, including goal setting, feedback mechanisms, and performance improvement plans.
- Analyze performance data to identify trends and areas for improvement.

Organizational Development and Training:

- Develop programs to enhance staff skills and knowledge.
- Lead organizational change efforts and foster a continuous learning culture within the district.
- Ensure HR data and metrics are accurately collected and analyzed to inform decision-making and measure the impact of initiatives.

Professional Growth and Leadership Development:

- Identify and develop potential leaders and career advancement opportunities.
- Collaborate with instructional leaders to support educator development.

Strategic Initiative Management:

- Lead HR strategic initiatives, ensuring alignment with district objectives.
- Monitor and evaluate the impact of these initiatives.
- Use analytics to inform HR decisions and measure initiative effectiveness.

Change Management:

- Lead change management efforts related to organizational effectiveness initiatives.
- Develop strategies to manage resistance and ensure smooth adoption of new processes and practices.

Qualifications:

- Master's degree in Human Resources, Business Administration, Education Administration, or related field (Doctorate preferred)
- Extensive experience in a senior HR/talent management role, preferably in an educational or public sector environment.
- Proven track record in developing and executing talent strategies.
- Strong leadership and team management skills.
- Excellent interpersonal, communication, and negotiation skills.
- Knowledge of employment law, labor relations, and educational policies.

Personal Attributes:

- Strategic thinker with the ability to translate vision into action.



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- High level of integrity and professionalism.
- Ability to work collaboratively in a diverse, dynamic environment.
- Commitment to fostering a culture of inclusivity and continuous improvement.

Knowledge, Skills, and Abilities:

- Visionary mindset with a belief in the potential of all individuals.
- Compelling communicator capable of engaging key stakeholders.
- Collaborative and effective at implementing strategic priorities.
- Deep understanding of equity, particularly in education.
- Open to feedback and capable of implementing it effectively.
- Organized and detail-oriented with a focus on precision and accuracy.
- Influential leader with the ability to work across various organizational levels.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Light work usually requires walking or standing to a significant degree
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.

Working Conditions and Environment:

- Routine office environment with minimal physical risk.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals holding this position and may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.