

Job Description

Job Title: Supervisor of Talent Management & Recruitment

Supervisor: Director, Human Resources

Position Code: Pay

Grade: 46

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for the administration of NNPS talent management and recruitment; oversees, implements and manages strategic recruitment processes to attract, hire, and retain highly qualified educators and staff. This position ensures compliance with federal and state regulations, leverages the applicant tracking system, leads engagement and retention efforts, serves as consultant to administrators, oversees/manages the Newport News Public Schools Employee Apprenticeship Programs, and supervises talent management and recruitment personnel.

Essential Duties

1. Develops and implements the school division's recruitment and retention plan and makes modifications on an annual basis. Assures compliance of such plan with the school division's Strategic Plan.
2. Manages the information systems related to recruitment and selection; works with various information systems departments to recommend changes or improvements to current systems and follows through to completion.
3. Interprets and ensures consistent enforcement of human resources policies, practices, and procedures.
4. Serves as a consultant and advisor to administrators and supervisors on building/departmental staffing needs, hiring decisions, and other human resources matters.
5. Supervises, evaluates, and directs the work of assigned human resources staff.
6. Assists the Director of Human Resources with conducting a continuing study of human resources policies, programs, and practices; and recommends new approaches and procedures to effect continual improvements in the efficiency of the department and services performed.
7. Ensures compliance with state and federal regulations governing human resources activities.
8. Prepares budgeting and cost analyses of Human Resources recruitment and retention activities as requested; and ensures that activities operate within appropriate amounts.
9. Assists the Director of Human Resources in development of Human Resources budget and in compiling and evaluating human resource requests from other functional areas for development of division wide budget.
10. Partners with division leadership for staffing allocation processes to ensure positions are aligned with district staffing formulas, enrollment projections, and budget parameters.
11. Administers the annual employee intent-to-return and transfer processes. Ensure timelines are met, vacancies are identified accurately, and internal mobility procedures are conducted in accordance with district policies and procedures.
12. Provide staffing impact analysis, ensure alignment between work calendars and hiring timelines.
13. Serves as the primary liaison between ~~Employment Services~~ Human Resources and media/communications agencies to coordinate recruitment marketing campaigns, branding initiatives, and outreach efforts to attract qualified candidates.
14. Generates and compiles annual vacancy charts to identify staffing gaps, hiring priorities, and workforce trends. Provide reports to executive leadership to support strategic staffing decisions.
15. Monitors, analyzes, and reports on district hiring trends, candidate pipelines, hard-to-fill positions, and turnover data. Recommend data-driven recruitment strategies.
16. Develops and maintains partnerships with military transition offices and veteran organizations to support recruitment of military-affiliated candidates. Promote veteran hiring initiatives and ensure compliance with applicable employment regulations.
17. Supports the design, coordination, and implementation of departmental training related to hiring practices, compliance requirements, staffing procedures, and system updates
18. Assists division leadership with the annual district scheduling timeline to ensure employment processes align with academic planning, staffing allocations, and onboarding deadlines.
19. Coordinate special projects including assigned employee recognition programs and establishment of community partnerships.

20. Identify and manage “Grow Your Own” initiatives, university partnerships, international partnerships and alternative licensure pathways.
21. Collaborate with leadership to implement employee engagement surveys, stay interviews, and recognition programs aimed at reducing turnover.
22. Use data analytics to track key metrics including hiring and retention rates to inform strategic planning.
23. Create processes, programs, and recognition strategies that encourage staff to explore new internal roles and projects.
24. Plans, coordinates, manages, and attends internal recruiting and hiring events/job fairs.
25. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director, Human Resources or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree in business or a human resources related field with a minimum of 5 years talent management and recruitment experience with 3 in a leadership role in a educational setting preferred or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess a comprehensive knowledge of employee Talent Management and Recruitment best practices. Must possess the ability to interpret regulations; collect, analyze, and evaluate data; develop recommendations and policy revisions. Must possess the ability to present information to large audiences, leadership, and the School Board. Must possess a comprehensive knowledge of employment law and related regulations. Must possess excellent analytical, organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with division staff at all levels of the organization and insurance company representatives. Must be proficient in Microsoft Word, Excel and Access.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director, Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Talent Management & Recruitment will be required to follow any other instructions and to perform any other

related duties as assigned by the Director of Human Resources or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

4/2026 JSA