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## **Director of Talent and Human Resources**

DC Office of the State Superintendent of Education

The director of talent and human resources is charged with ensuring the talent and human resources needs of the Office of the State Superintendent of Education (OSSE) are fully met so that the agency can best serve the local education agencies, community based organizations, families and students of the District of Columbia. OSSE is a large organization, comprised of nearly 400 general staff members and nearly 1400 transportation staff members, and serves as the state education agency for DC as well as a DC city government agency. The director of talent and human resources will serve as a key partner to the state superintendent and OSSE's executive team in bringing a focus on and strategy for talent throughout the organization, and will also ensure the basic staffing and human resources needs of the agency are met with effective and efficient customer service.

The specific functions of the job will include:

- Effectively managing a team of approximately 15 individuals
- Managing all human resources processes and procedures to ensure smooth and efficient operations throughout the agency (includes documenting, reviewing and revising existing procedures or developing new ones as needed)
- Developing a strategy, in partnership with the state superintendent and executive team, for identifying, recruiting, developing and retaining talent.
- Executing the talent strategy developed, including facilitating talent recruitment, setting up structures for ongoing feedback and performance management, setting up ways to develop and build capacity within existing staff members.

Key qualifications for the role include:

- Ability to develop a strategic vision in conjunction with others
- Very strong ability to manage a team
- Ability to understand and critically review processes with an eye toward streamlining them
- Understanding of and demonstrated ability to operate with a talent mindset
- Familiarity with operating in a government environment is strongly preferred

The director of talent and human resources will report to the chief of staff, once hired, and to the state superintendent of education in the interim.

Interested applicants should submit a resume and cover letter to [osse.talent@dc.gov](mailto:osse.talent@dc.gov).