



Arlington Classics Academy

Knowledge For A Lifetime

Job Title: Director of Talent

Reports to: Executive Director of Academic Services / Chief Academic Officer

Assignment: Central Administration

Wage/Hour Status: Exempt

Pay Grade: Admin 4 (220 days - Daily rate range \$409.85 - \$530.40)

Date Revised: 02/25/26

Terms of Employment:

This FLSA exempt position (salaried, non-hourly) is on a work calendar of 220 days per school year.

Primary Purpose:

- Responsible for human resources functions of ACA
- Provide leadership for human resource activities to ensure high quality staffing and retention of district personnel.
- Recommends and implements legally sound and effective human resource management programs, policies, and practices in compliance with local policy, state law, and federal law.
- Responsible for the strategic planning and implementation of compensation plans, including the Teacher Incentive Allotment and other local incentive programs.

Education/Certification:

- Master's degree in human resources, business administration, education, or equivalent
- Texas certification in administration or other appropriate Texas certification
- 5 years academic educational experience

Experience:

- Five years of successful administrative experience in public schools.

Special Knowledge/Skills:

- Knowledge of selection, training, and supervision of personnel; wages/salaries, benefits, performance appraisals, school employment law, personnel law, and hearing procedures
- Ability to analyze complex information and synthesize into readable and persuasive written material
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Ability to organize and coordinate a district program or function
- Ability to compose, direct and implement policy and procedures
- Ability to analyze and interpret data and statistics
- Ability to manage budget and personnel
- Strong organizational, communication, presentation, public relations, and interpersonal skills
- Familiarity with federal compliance

Core Responsibilities - Leadership and tasks to accomplish:

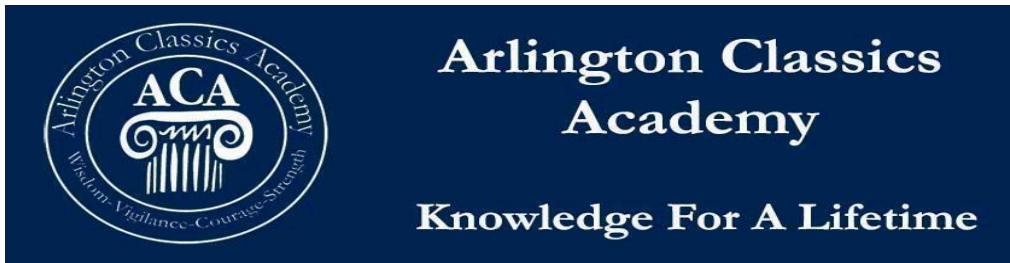
- **Human Resources & Talent Management:** Direct the full employee lifecycle, from recruitment and onboarding to performance appraisals and retention strategies in compliance with applicable rules, laws, and policies. Support staff through training, mentoring programs, or other avenues as needs are assessed.



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- **Compensation & Benefits:** Oversee the district's multi-layered compensation plans, wage/salary data analysis, and state incentive programs like the Teacher Incentive Allotment.
- **Compliance & Policy:** Ensure adherence to federal and state employment laws, manage Title IX coordination, and oversee background checks, employee qualifications and certification renewals.
- **Employee Relations:** Manage employee grievances, conduct investigations, oversee recognition programs, and facilitate mediation processes.
- **Strategic Support:** Collaborate with leadership to forecast staffing needs, manage HR budgets, and align personnel practices with the district's mission. Support academic services with collaboration and coordination of mentoring support or other identified supports, especially for new to ACA staff. Provide necessary training, gain specialized knowledge for the position and train other administrators/staff as necessary.
- **Specialized Supervision:** Teacher Incentive Allotment
 - Serve as the TIA designee for ACA.
 - Provide guidance and support to campuses and ACA leadership in implementing and monitoring the TIA program.
 - Assist in creating and updating manuals, training materials, website content, and other resources related to TIA.
 - Assist in developing the program to include as many employees and disciplines as possible.
 - Work with ACA personnel, TIA committees, and other stakeholders to ensure consistent and high-quality implementation of the program.
 - Develop and deliver effective presentations to answer questions from various stakeholders including administrators and teachers regarding TIA.
 - Analyze data from TIA related assessments and benchmarks to inform program implementation, evaluation and expansion.
 - Facilitate T-TESS calibration training to campus administrators as it relates to TIA.
 - Complete all required applications, data submissions, reports, verifications, and surveys regarding TIA.
 - Assist with the development and implementation of necessary assessments, including creation, review, and improvement.
 - Ensure that ACA policies, procedures and practices comply with relevant federal and state laws and regulations.
 - Ensure and maintain communication with campus and ACA administrators and other staff to develop an understanding of future TIA needs.
 - Utilize and manage all related software management systems related to TIA.
 - Develop and provide training to all employees regarding ACA's local designation system for TIA.
 - Maintain current knowledge of TIA and its additions and enhancements as well as other recruitment and retention programs through professional development, legislative updates, and other means.
 - Perform other tasks and assume such responsibilities as may be assigned
- **Support of ACA's Mission**
 - Articulate the school's mission to the community and solicit its support in realizing the mission.
 - Adhere to ACA's Charter and Statement of Philosophy, Vision and Mission, Bylaws and Policies.
 - Provide information as necessary to help the Executive Director of Schools or the Board of Directors carry out their responsibilities.
 - Make recommendations on matters of policy, organization, educational staff, and other academic functions of ACA to leadership
 - Attend Board meetings as assigned and make presentations to the Board as needed.
 - Enforce all ACA policies.
 - Exercise sound judgment in matters not specifically covered by adopted policy.



Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer, computer software programs and peripherals, teacher resource materials and equipment, printers, copier, fax, audio-visual equipment, telephone and other equipment applicable to position.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent district-wide and statewide travel

Arlington Classics Academy does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, or any other basis prohibited by law.

The statements above are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. Supervisors may assign additional duties when deemed appropriate. Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform **each essential** duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Date

Signature