

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Assistant Director of Talent Development** Lane: Z3
 Department / Location: Human Resources FLSA Classification: Exempt
 Supervisors Title: Administrator, Human Resources Contract: 242 Days
 Original date: 07/01/2026 Revised: Revised: Revised:

GENERAL FUNCTION

Under the direction of the Administrator of Human Resources, the **Assistant Director of Talent Development** will design, implement, and sustain a comprehensive District-wide talent and leadership development program that strengthens employee knowledge, skills, and performance across all employee groups, builds a strong leadership pipeline, increases retention and organizational effectiveness, and ultimately maximizes student outcomes.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Design, implement, evaluate and refine a comprehensive District-wide talent and leadership development program that:
 - strengthens employee knowledge, skills, and performance across all employee groups;
 - builds a strong leadership pipeline;
 - increases retention and organizational effectiveness;
 - trains administrators, managers and supervisors in employment law, effective supervision skills, conflict resolution, employee evaluation and performance improvement.
 - maximizes student outcomes.
- Develop, implement, evaluate and refine an effective onboarding process for employees in all employee groups.
- Develop, implement and evaluate an effective District-wide leadership pipeline and succession planning program. Assess and identify gaps in leadership abilities.
- Use data to identify gaps and improve outcomes through data-driven decision making.
- Make recommendations for policy modifications as needed.
- Follow all policies and guidelines as detailed by District policy.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all employee information.
- Required to use own transportation to travel to various locations in and outside the District.
- Added essential functions as outlined by the school/department.
- Adhere to contract time. Requires daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Represent the District at local, State and national meetings and participate in professional organizations as appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree in human resources, training/development, education or related field.
- Requires five years of successful experience in developing and implementing talent development programs in a large organization.
- Administration experience in a school setting and a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration" preferred.
- Requires an understanding of talent development, effective training techniques and onboarding processes that support recruitment, retention and employee engagement.
- Ability to design and implement training initiatives that align with District goals.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including deadlines and interaction with critical personnel.
- Ability to communicate clearly and professionally with timely follow-through.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to create and engage employees in small and large groups.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to establish and maintain effective working relationships with employees, administrators, vendors and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires own reliable transportation to visit District and other locations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Reporting & Linkages

- Reports to: Administrator of Human Resources
- Direct Reports: Administrator Talent Acquisition, recruiter, HR assistants
- Linkages: Assistant Director of Employee Relations and Compliance, Administrator of Employee Experience and Wellness, Insurance, student services, District legal counsel, Business units and outside vendors.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*