International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Chief of Human Resources
Exemption Status: Exempt
Reports to: Deputy Superintendent of Business Services
Date Revised: August 2026
Dept./School: Business Services
Compensation: $140,000-$189,000

Primary Purpose:

The Chief of Human Resources serves as the executive leader responsible for building and sustaining a high-performing, service-oriented people strategy that enables International Leadership of Texas (ILTexas) to fulfill its mission. This position provides strategic leadership for all aspects of the employee experience, including talent acquisition, employee relations, performance management, compliance, HR operations, organizational development, and employee engagement.

The Chief of Human Resources serves as a strategic advisor to the CEO/Superintendent and executive cabinet leadership team and partners closely with campus leaders to ensure ILTexas attracts, develops, retains, and supports exceptional employees. The position is responsible for transforming Human Resources from a primarily transactional function into a proactive strategic partner that strengthens organizational performance, leadership capacity, employee experience, and long-term workforce sustainability.

The Chief of Human Resources leads with the ILTexas core value of **Servant Leadership — Others Before Self** and establishes a culture in which HR is known for responsiveness, accountability, consistency, confidentiality, and radical hospitality.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Education, or related field required.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred

Experience:

- Minimum 5 years of progressive human resources leadership experience
- Experience in K–12 education, charter schools, public education, or another highly regulated environment.
- Experience leading HR within a geographically dispersed or multi-campus organization.
- Experience leading Human Resources functions within a complex, multi-site organization.

- Demonstrated experience leading HR strategy, employee relations, talent acquisition, compensation, compliance, and organizational development.
- Experience managing and developing HR professionals and leaders.
- Strong knowledge of employment practices, HR operations, workforce planning, and organizational development.
- Demonstrated ability to use data and analytics to inform workforce and organizational decisions.
- Demonstrated ability to lead through organizational change and evolving organizational structures.
- Exceptional communication, interpersonal, problem-solving, and executive leadership skills

Special Knowledge/Skills:

- Strong communication and interpersonal skills
- Ability to multitask in a fast-paced environment
- Excellent organizational skills and strong business acumen
- Problem solving and conflict resolution skills
- Ability to handle sensitive and confidential information with discretion.
- Proven ability to build trust, influence stakeholders, and manage change effectively.
- Proficiency in HRIS systems, Microsoft Office Suite, and Google Workspace.
- Talent Acquisition & Workforce Planning
- Employee Relations & Conflict Resolution
- Compensation & Total Rewards
- Employment Law & Risk Management
- Organizational Development
- Change Management
- HR Operations & Technology
- Data Analytics & Decision-Making
- Communication & Influence
- Accountability & Execution
- Continuous Improvement
- Systems-Thinker
- Exceptional Cross Functional Collaborator

Responsibilities:

Strategic HR Leadership

- Serve as a trusted strategic advisor to the executive leadership team
- Establish measurable HR goals, key performance indicators, and accountability systems that demonstrate the impact of HR on organizational outcomes.
- Use workforce analytics and data to identify trends, anticipate risks, evaluate programs, and inform executive decision-making.
- Build scalable HR systems, structures, and processes capable of supporting the continued growth and complexity of the organization.

Talent Acquisition, Staffing & Workforce Planning

- Lead enterprise-wide talent acquisition and staffing strategy to ensure campuses and departments are appropriately staffed with highly qualified employees.
- Establish and monitor staffing goals, vacancy targets, hiring timelines, and recruitment effectiveness measures.
- Develop proactive recruitment strategies for hard-to-fill positions and critical talent pipelines.
- Strengthen employer branding and employee value proposition to position ILTexas as an employer of choice.
- Partner with campus and department leaders to improve hiring quality, selection practices, onboarding, and workforce planning.
- Analyze vacancy, turnover, retention, and recruitment data to identify systemic staffing challenges and recommend solutions.

Compensation, Benefits & Total Rewards

- Participate in the ILTexas Compensation Committee that oversees the review and administration of a competitive, equitable, and financially sustainable compensation philosophy and practices.
- Maintain and apply salary structures, pay ranges, market analysis, job architecture, position governance, and compensation programs.
- Ensure compensation practices appropriately recognize performance, experience, responsibility, market conditions, and organizational priorities.
- Lead implementation of state and legislative compensation initiatives, including programs affecting eligible educators and other employees.
- Evaluate, recommend and communicate total rewards programs to strengthen recruitment, retention, engagement, and employee value.
- Together with the Deputy Superintendent of Business Services, oversee and collaborate with third party employee benefits partners.

Employee Relations, Culture & Engagement

- Oversee the administration of employee grievances, complaints, concerns, and other complex employee matters.
- Partner with the Legal Department regarding investigations and outcome actions.
- Ensure employee relations practices are consistent with ILTexas policy, applicable law, and organizational values.
- Ensure employees have accessible, consistent, and effective channels for receiving HR support and resolving concerns.
- Model and reinforce servant leadership in all employee interactions and HR practices.

HR Operations, Systems & Service Delivery

- Oversee the design and continuous improvement of HR processes, policies, systems, and service delivery models.
- Establish clear HR service standards, roles, responsibilities, escalation pathways, and accountability measures.
- Lead the effective use of HR technology, HRIS (Skyward), applicant tracking (Skyward Fastrack), employee service platforms, and workforce analytics.
- Ensure employee records, HR transactions, documentation, and workflows are accurate,

timely, secure, and compliant.
- Continuously identify opportunities to simplify, automate, standardize, and improve HR processes.
- Establish HR operating procedures that provide campuses and employees with clear, consistent, and responsive support.

Compliance, Risk Management & Policy

- Ensure organizational compliance with applicable federal and Texas employment laws, regulations, state education requirements, and ILTexas policies.
- Oversee HR policies and procedures and recommend updates based on legal, regulatory, operational, and organizational changes.
- Partner with legal counsel and executive leadership on significant employment matters, investigations, regulatory inquiries, and litigation risk.
- Ensure appropriate administration of leave, accommodations, employee records, employment eligibility, wage and hour requirements, and other employment-related obligations.
- Maintain appropriate confidentiality and security of employee information and personnel records.
- Identify workforce-related risks and establish proactive strategies to mitigate legal, operational, financial, and reputational exposure.

HR Team Leadership

- Lead, develop, and hold accountable a high-performing Human Resources team.
- Establish clear roles, priorities, service expectations, performance standards, and measures of success for the HR function.
- Develop HR leaders and team members through coaching, feedback, professional development, and meaningful accountability.
- Build a culture within HR characterized by teamwork, ownership, responsiveness, discretion, innovation, and servant leadership.
- Ensure the HR team operates as **one team**, prioritizing enterprise-wide organizational needs over individual functional interests.
- Establish effective communication and collaboration across HR functions and with campus and department leadership.

Supervisory Responsibilities and Department Overview:

- Chief of Human Resources reports to the Deputy Superintendent of Business Services
- Chief of Human Resources directly manages the following 6 HR Leaders
    - 1. Director of Employee Relations (1)
        - HR Team Coordinator (1)
        - HR Business Partner (1)
    - 2. Director of Talent (1)
        - Talent Partners (4)
    - 3. Director of Staffing (1)
        - Staffing Specialists (4)
    - 4. Director of HRIS (1)

        - HRIS Specialists (2)
        - Certification and Records Specialist (1)
    - 5. Substitute Manager (1)
        - Substitute Specialists (2)
    - 6. HR Project Coordinator (1)

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** This position operates in both office based on an open floor plan and school environments, requiring occasional travel between campuses or district offices. May work prolonged or irregular hours including late evenings, weekends, or summer breaks during peak seasons.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress and multiple competing priorities.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.