



Director, Home Office Talent & Organizational Culture (Los Angeles, CA)

ORGANIZATION OVERVIEW

Launched in 2007, the Partnership is a nonprofit organization that serves 14,200 students across 19 campuses in Watts, Boyle Heights and South Los Angeles, California. The Partnership is one of the largest, in-district public school transformation organizations in the U.S., and is not a charter organization. Our priorities are supporting great school leadership, developing highly effective teaching, and engaging families and community partners. Over the past decade, our high schools have seen their graduation rate more than double from 36% to 80% and college acceptances have risen by 17 percentage points in the last four years from 32% in 2015 to 49% in 2019. Suspension rates across the network are at less than 1%, compared with 21% when we started our work. Learn more about us at <https://partnershipla.org/>.

OPPORTUNITY

In collaboration with the Chief People & Operations Officer, the Home Office Talent team, and all of the Executive team, the Director, Home Office Talent & Org Culture will work to ensure that every member of the Partnership team has the opportunity to thrive in a work culture that walks the talk of equity while forwarding equity for students. This person brings deep experience in how to apply broad principles of anti-racism to specific talent systems and HR cases, and is excited to help an organization go from theoretical commitment to practical application. This person will be responsible for ensuring both collective and individualized supports are in place to support hiring & retaining mission-aligned team members, excellent and inclusive team functioning, ongoing learning, and a restorative and inclusive experience for all team members.

The Partnership is committed to continuously building an anti-racist culture that promotes diversity, equity, inclusion, and belonging in classrooms and in our home office. The Director, Home Office Talent & Org Culture will be someone who is excited to keep these values in mind when executing day-to-day tasks and responsibilities.

This position will require being in schools occasionally, but working remotely otherwise, as the Partnership home office remains closed. As such, this position requires living in the Los Angeles area.

RESPONSIBILITIES

• Home Office Talent (40%)

- Overall, ensure all home office talent systems (including hiring, onboarding, learning & development, disciplinary processes & offboarding) are promoting an anti-racist culture in which all team members can bring their full & authentic selves to work
- Vision for and lead systems of hiring & selection that reflect the Partnership's DEI values and ensure a diverse pool and equitable selection process
- Support and coach the Manager & Associate of Home Office Talent & Org Culture to run and project manage recruitment, selection and onboarding processes
- Lead organizational efforts to establish strong HR policies & systems for ensuring an employee experience that maximizes each employee's chances for success in their roles, particularly through a lens of diversity and inclusion, and case managing individual HR cases on an as-needed basis
- Oversee implementation of annual Growth and Learning Cycle for all employees, working with the Chief People & Operating Officer to ensure strong connection points to both organizational strategic planning & promotion cycles.

- Create systems for finding, contracting with and supporting temporary, part-time and contract employees, ensuring alignment with our organizational DEI commitments
 - Apply a lens of equity and inclusion to how compensation and promotions are distributed across teams, levels, and individuals by race and gender
 - Oversee offboarding process, hold exit interviews with outgoing staff, and support managers to process information gathered in exit interviews
 - Drive home office retention efforts, including collecting and assessing data related to retention
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- **Organizational Culture (25%)**
 - In partnership with the Chief Operations and People Officer, serve as a key culture carrier for the home office, with focus on creating an inclusive and equitable culture that reflects the values we would want to see present in our schools and classrooms
 - Provide facilitative leadership for home office-related DEI efforts, including managing partnerships with external vendors, setting annual targets and working closely with the Partnership Cabinet, a cross-sectional body that oversees home office DEI.
 - Anticipate and create spaces for staff processing around events that impact our team and communities

- Support chiefs and managers with team function, dynamics and meeting practices, and provide individualized relationship support for managers and/or peers where needed
- Implement organizational culture survey twice annually, analyze the data, and provide opportunities for all staff and teams to process the data and set priorities
- **Professional Learning & Development (35%)**
 - Oversee planning and implementation of professional learning in whole staff meetings and other staff-wide organizational learning experiences
 - Work closely with Chiefs and managers to set a vision for organization and team-wide learning
 - Own manager coaching and development (professional learning for all managers, individual observation/coaching as needed)
 - Provide support for teams and managers around developing individual professional learning opportunities/plans
 - Track and manage the organizational professional development budget

QUALIFICATIONS

Shared beliefs:

- Deep belief in the power of our communities, and respect and love for our families in the communities we serve.
- Belief in the Partnership's mission, approach, and core values and a commitment to improving academic achievement for Partnership students.
- A commitment to fostering a diverse, equitable and inclusive work environment for all team members.
- A deep belief that all people can learn and grow.
- Humility and respect for the hard work of school leaders, teachers, parents, and students.
- Reflective and a life-long learner.
- Unmatched work ethic.
- Highest level of integrity.

Skills & Knowledge

- Strong communication skills
- Strong project management skills
- Strong listening and relationship-building skills, particularly across lines of difference.
- Proficient in Spanish preferred
- Knowledge around best practices for measuring employee engagement, and analyzing and responding to employee engagement data.

- Knowledge of organizational development theories and best practices.

Education & Experience

- 7-10 years of professional work experience with progressing responsibility in human resources/talent, nonprofit management, or related field
- Minimum 5 years experience in leading and facilitating conversations around diversity, equity and inclusion.
- Minimum 5 years experience developing curriculum and materials for trainings.
- Minimum 5 years experience coaching managers and leaders of teams, using observations and coaching frameworks to monitor progress.
- Minimum 3 years experience facilitating contentious, adaptive conversations with teams of all sizes.
- Minimum 3 years experience in conflict mediation.
- Minimum 3 years experience maintaining confidentiality and handling sensitive HR conversations
- Experience leading cross-functional teams and workstreams.
- Experience building new systems and adapting systems for employee experience.

COMPENSATION AND BENEFITS

The Partnership has recently completed a thorough study of market-competitive salaries, and has applied the learning from that study to salary offers for all home office positions. Our goal is to ensure that pay is fair for all staff members, both considering the market and considering pay equity among staff in similar roles in the organization. The Partnership offers a robust benefits package including employer-paid health, dental, and vision insurance and a 403(b) retirement program. This is a full time, year-round position.

AN EQUAL-OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Partnership for Los Angeles Schools seeks to fill this position with someone who shares our values, including our organizational commitment to diversity, equity and inclusion. We encourage all interested individuals to apply — especially Black, Indigenous and People of Color; women; people from low-income backgrounds; people with disabilities; people who are lesbian, gay, bisexual or transgender or anyone belonging to any other federal or state protected category. The Partnership is proud to be an equal opportunity employer.

The statements in this description represent typical elements, criteria, and general work performed. They

are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

TO APPLY

Please prepare your resume and a cover letter tailored to this position. You will submit your documents using our online application system here.

For technical assistance or questions, please email melanie.liu@partnershipla.org.

IMPORTANT NOTICE: Partnership for LA Schools has implemented a Mandatory COVID-19 Vaccine Policy for staff members. All new employees are required to be fully vaccinated a week before their start date unless they are approved for an accommodation due to a medical reason, or because of a sincerely held religious belief.

For more information about this policy, please email the Manager of Home Office Talent & Organizational Culture at Melanie.Liu@PartnershipLA.org.

Department: Operations

This is a full time position

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Personal Information

* First name

* Last name

* Email

Address


City


State


Zip code


* Phone number

Attachments

* Attach your Resume  Attach [Dropbox](#)

* Attach a Cover letter  Attach [Dropbox](#)

List of References or Letter of Recommendation  Attach [Dropbox](#)

Other  Attach [Dropbox](#)

Other Information

* Can you show proof of your legal right to work in the United States? Yes No

* Can you pass a mandatory background check? Yes No

How did you hear about this position?

Are you a current employee of LAUSD?

If so, what is your employee ID?

Are you a Spanish speaker?

* What is your desired annual salary? (Providing a range is ok)

What is your race/ethnicity?
(Response is optional, not required)

If other, please specify.

How would you describe your gender identity?

Apply

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