Harding Charter Preparatory School District

Special Session of Governance Board

Published on April 24, 2026 at 1:54 PM CDT

Date and Time

Tuesday April 28, 2026 at 6:00 PM CDT

Location

District Office
12600 N. Kelley Avenue
Oklahoma City, OK, 73131

Agenda

		Purpose	Time
I.	**Opening Items**		**6:00 PM**
	A. Call the Meeting to Order		
	B. Record Attendance		1 m
II.	**Action Items**		**6:01 PM**
	A. Discussion and possible action on board nominations for president, vice president, and secretary to be voted upon at the next regular scheduled meeting.	Vote	5 m
	B. Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of	Vote	5 m

		Purpose	Time
	Talent and Recruitment Coordinator at Harding Charter Preparatory School District.		
C.	Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of Professional Learning Coordinator at Harding Charter Preparatory School District.	Vote	5 m

III. New Business

IV. Closing Items

A.	Adjourn Meeting	Vote	

Coversheet

Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of Talent and Recruitment Coordinator at Harding Charter Preparatory School District.

Section: II. Action Items
Item: B. Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of Talent and Recruitment Coordinator at Harding Charter Preparatory School District.
Purpose: Vote
Submitted by:
Related Material: HCPSD Talent and Recruitment Coordinator.pdf

Position Type:	Talent and Recruitment Coordinator	**Location:**	District Office
Reports To:	Chief Operating Officer	**FSLA Status:**	Exempt
Compensation:	See "HCP Compensation Schedule"	**Work Days:**	242 Days
Report Date:	See "Staff Calendar"	**FTE Contract**	July 1 – June 30

Harding Charter Preparatory School District is a tuition-free, rigorous college preparatory district PK-12 committed to academic excellence and equitable opportunities for all students. With a mission centered on preparing every student for success in college and beyond, we foster a culture of high expectations, personal growth, and lifelong learning. Our district offers challenging academic opportunities designed to inspire intellectual curiosity, develop critical thinking skills, and cultivate a love for learning. Our curriculum emphasizes explicit, systematic phonics instruction and hands-on, inquiry-based learning in math and science. Students enjoy a well-rounded educational experience, including physical education, art, music, and enrichment clusters tailored to their interests. With a focus on fostering a sense of community, belonging, and self-efficacy, our "Strong Start" routines prepare students to succeed in a safe and supportive environment. Outdoor learning spaces enhance academic engagement, while weekly teacher collaboration and data-driven instruction ensure personalized support for every child. HCP is home to diverse student and teacher communities, enriched by partnerships with local organizations that provide unique resources. We also offer professional development opportunities and collaborative environments for our educators, supporting their growth as leaders in education.

The **Talent and Recruitment Coordinator** leads the strategic recruitment, hiring, and onboarding of high-quality staff and supports student recruitment efforts across Harding Charter Preparatory School District. This role is responsible for developing and implementing systems that ensure the district attracts, hires, and retains mission-aligned talent while strengthening enrollment pipelines. The position also oversees the Teacher Apprenticeship Program (TAP), ensuring effective implementation, compliance, and growth of the district's "earn-and-learn" educator pipeline.

HCP Employment Policy

It is the policy of the district to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, sexual orientation, or disability. It is further this organization's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination. This organization complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education; the U.S. Department of Labor; the U.S. Equal Employment Opportunity Commission; and the Oklahoma Human Rights Commission.

Education

Bachelor's degree required (Human Resources, Education, Business, or related field preferred)

Experience

- Experience in recruitment, human resources, or talent management preferred
- Experience in education or working with schools strongly preferred
- Experience managing programs or initiatives (preferred)

Physical Requirements

- Ability to sit for extended periods of time
- Ability to travel between campuses and recruitment events as needed
- Reasonable accommodations may be made for individuals with disabilities

Required Skills/Abilities

- Strong organizational and project management skills
- Ability to build relationships and communicate effectively with diverse stakeholders
- High attention to detail and ability to manage multiple priorities
- Strong problem-solving and strategic thinking skills
- Ability to maintain confidentiality and professionalism
- Experience with data tracking and reporting systems
- Commitment to the mission and values of Harding Charter Preparatory School District

Key Responsibilities

Talent Recruitment & Hiring

- Develop and execute a comprehensive staff recruitment strategy aligned to district growth and staffing needs
- Build and maintain pipelines of high-quality candidates for all instructional and non-instructional roles
- Manage all job postings, recruitment platforms, and partnerships (e.g., universities, alternative certification programs)
- Screen applicants, coordinate interviews, and support hiring teams in candidate selection
- Ensure hiring practices align with district values, legal requirements, and equity commitments

Onboarding & Talent Systems

- Design and implement a structured onboarding process for all new hires
- Coordinate new employee orientation and onboarding experiences
- Collaborate with HR and leadership to ensure smooth transition from hire to placement
- Maintain hiring and onboarding data systems for tracking, compliance, and reporting

Marketing, Communications, and Brand Management

- Manage and maintain the district website to ensure accurate, timely, and compelling content
- Lead all district social media platforms, including content creation, posting schedules, and engagement strategies
- Design and implement marketing campaigns to attract high-quality educator candidates and prospective families
- Create promotional materials (digital and print) aligned with district branding for recruitment and outreach efforts
- Collaborate with school leaders to highlight student achievement, staff excellence, and key district initiatives
- Monitor analytics and engagement data to continuously improve outreach strategies
- Ensure consistent branding and messaging across all platforms and communications

Student Recruitment & Enrollment Support

- Support district-wide student recruitment strategies to increase enrollment and retention
- Collaborate with principals on enrollment events, outreach campaigns, and family engagement
- Assist with messaging, marketing, and recruitment materials aligned to district branding
- Analyze enrollment trends and recommend strategies to improve student recruitment outcomes

Strategic Partnerships & Outreach

- Develop relationships with universities, community organizations, and workforce partners
- Represent the district at job fairs, recruitment events, and community engagements
- Support “grow-your-own” initiatives aligned to long-term staffing needs

Data & Continuous Improvement

- Track recruitment, hiring, onboarding, and retention metrics
- Analyze trends and provide recommendations to improve talent systems
- Ensure alignment with district strategic priorities and growth plans

This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or appropriate administrator. Harding Charter Prep reserves the right to, update, revise or change job duties as the need prevails. This document is for communication only and not intended to imply a written or implied contract of employment. The Governance Board and Superintendent may approve alternatives to the listed qualifications.

Coversheet

Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of Professional Learning Coordinator at Harding Charter Preparatory School District.

Section: II. Action Items
Item: C. Discussion and board action on giving the acting superintendent the authority to begin seeking high-quality candidates for the position of Professional Learning Coordinator at Harding Charter Preparatory School District.
Purpose: Vote
Submitted by:
Related Material: HCPSD Professional Learning Coordinator.pdf

Position Type:	Professional Learning Coordinator	**Location:**	District Office
Reports To:	Chief Academic Officer	**FSLA Status:**	Exempt
Compensation:	See "HCP Compensation Schedule"	**Work Days:**	242 Days
Report Date:	See "Staff Calendar"	**FTE Contract**	July 1 – June 30

Harding Charter Preparatory School District is a tuition-free, rigorous college preparatory district PK-12 committed to academic excellence and equitable opportunities for all students. With a mission centered on preparing every student for success in college and beyond, we foster a culture of high expectations, personal growth, and lifelong learning. Our district offers challenging academic opportunities designed to inspire intellectual curiosity, develop critical thinking skills, and cultivate a love for learning. Our curriculum emphasizes explicit, systematic phonics instruction and hands-on, inquiry-based learning in math and science. Students enjoy a well-rounded educational experience, including physical education, art, music, and enrichment clusters tailored to their interests. With a focus on fostering a sense of community, belonging, and self-efficacy, our "Strong Start" routines prepare students to succeed in a safe and supportive environment. Outdoor learning spaces enhance academic engagement, while weekly teacher collaboration and data-driven instruction ensure personalized support for every child. HCP is home to diverse student and teacher communities, enriched by partnerships with local organizations that provide unique resources. We also offer professional development opportunities and collaborative environments for our educators, supporting their growth as leaders in education.

The Professional Learning Coordinator is responsible for the design, implementation, and continuous improvement of the district's professional development systems. This role leads the development of high-quality professional learning aligned to the district's instructional priorities, supports and strengthens Professional Learning Communities (PLCs), and ensures new teachers receive the coaching and support necessary for long-term success.

HCP Employment Policy

It is the policy of the district to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, sexual orientation, or disability. It is further this organization's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination. This organization complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education; the U.S. Department of Labor; the U.S. Equal Employment Opportunity Commission; and the Oklahoma Human Rights Commission.

Education

Master's degree in Education or related field preferred

Experience

- Minimum of 3 years of successful teaching experience required
- Experience in instructional coaching, professional development, or school leadership preferred
- Demonstrated success in improving instructional practices and student outcomes

Physical Requirements

- Ability to sit for extended periods of time
- Ability to travel between campuses or at professional development opportunities as needed
- Reasonable accommodations may be made for individuals with disabilities

Required Skills/Abilities

- Strong knowledge of effective instructional practices and adult learning theory
- Ability to design and deliver high-quality professional development
- Strong facilitation, coaching, and presentation skills
- Ability to analyze data and translate into actionable instructional strategies
- Strong organizational and project management skills
- Ability to collaborate effectively with administrators and teachers
- Commitment to continuous improvement and high expectations for all

Key Responsibilities

Professional Development Systems

- Develop and implement a comprehensive, district-wide professional learning plan aligned to instructional priorities
- Design and facilitate high-quality professional development for teachers, leaders, and support staff
- Ensure all professional learning aligns to the district's Core Instructional Model and college-preparatory mission
- Evaluate the effectiveness of professional development and adjust based on data and feedback
- Coordinate district PD days, training schedules, and external learning opportunities

Professional Learning Communities (PLCs)

- Lead the development and implementation of effective PLC structures across all campuses
- Train principals, instructional leaders, and teachers on high-functioning PLC practices
- Support "Impact Team" structures focused on data-driven instruction and real-time intervention
- Monitor PLC effectiveness and provide coaching to ensure alignment and consistency
- Collaborate with school leaders to ensure PLCs are focused on student outcomes and instructional improvement

New Teacher Support & Induction

- Design and implement a comprehensive new teacher onboarding and induction program
- Coordinate new teacher orientation and ongoing support throughout the year
- Develop and support mentor teacher systems to ensure effective coaching for new educators
- Monitor new teacher progress and provide targeted support to improve retention and effectiveness
- Collaborate with Talent/HR teams to align onboarding with hiring processes

Teacher Apprenticeship Program (TAP)

- Oversee implementation of the Teacher Apprenticeship Program in partnership with district leadership
- Collaborate with principals and instructional leadership to ensure successful placement and mentorship
- Monitor program progress, compliance, and partnerships (e.g., higher education providers)
- Support long-term sustainability and expansion of the program

Data & Continuous Improvement

- Analyze student achievement and instructional data to inform professional learning priorities
- Use staff feedback and performance data to refine professional development systems
- Provide regular updates to district leadership on progress and impact

This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or appropriate administrator. Harding Charter Prep reserves the right to, update, revise or change job duties as the need prevails. This document is for communication only and not intended to imply a written or implied contract of employment. The Governance Board and Superintendent may approve alternatives to the listed qualifications.