

## Talent Recruiter

**Team:** Recruitment  
**Location:** Brooklyn, NY  
**Start Date:** Immediate

### About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 34 public charter schools in Brooklyn, Connecticut and Rhode Island for the 2017-18 school year. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 10,000 students in historically underserved and underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, Achievement First schools are attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger national conversation about how to improve public education and drive student achievement.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

The Achievement First Recruitment Team ensures that mission-aligned teachers of the highest quality join the Achievement First network. Reporting to the director of recruitment and working in partnership with other recruiters, this person will guide strong candidates through the selection and hiring processes. This position provides the ideal candidate with the opportunity to impact the greatest determining factor of a child's educational success: teacher quality.

**Key Responsibilities of the Talent Recruiter include:**

**1. Candidate Selection**

- Select highest quality applicants out of candidate pool of 3000 and conduct phone interviews in an effort to identify top talent
- Screen resumes and applications
- Schedule and lead phone interviews
- Review video interviews
- Create welcoming, comprehensive, and efficient application experience for candidates

**2. Finalist Day Interviews and Guest Lessons**

- Schedule finalist days for our most promising candidates
- Lead set up for success calls to ensure that candidates feel prepared for their finalist days
- Provide coaching and practice sessions for candidates prior to their guest lesson
- Host our most promising candidates during school visits, welcoming them warmly and introducing them to Achievement First systems and culture
- Create team and family atmosphere for candidates by building strong relationships with teachers, leaders, and scholars
- Provide school tours for candidates before guest lessons and finalist interviews
- Observe and give feedback on sample lessons
- Assist candidates with travel to and from the school site

**3. Relationship Building and Advising School Leaders**

- Liaison between candidates and school based staff and school leaders
- Advise school leaders with finalist selection and matriculation efforts for a select portfolio of schools
- Provide principals and other school leaders with feedback on interviewing skills
- Proactively anticipate and respond to principal requests, e-mails, and phone calls
- Set up weekly check ins and advise principals on hiring decisions, around level of experience, diversity, and school budget constraints
- Review and evaluate current and future school staffing plans
- Set up check ins and communication norms with Regional Superintendents, Directors of School Operations, and other key stakeholders to ensure the recruitment process runs efficiently

**Overall Effectiveness**

- Guarantee that candidates accept the vast majority of our offers by working with school and programmatic leaders to market Achievement First in a competitive and professional manner
- Help candidates with transition to Achievement First
- Troubleshoot and brainstorm with principals and other school leaders to improve candidate matriculation rates
- Ensure unwaveringly high levels of customer service with both internal and external audiences by being honest, warm, responsive, and thorough at all times

**Skills and Characteristics**

- Excellent interpersonal communication skills (written and oral)
- Strong customer service-based approach to recruiting and relationship building
- Desire and ability to succeed in a fast-paced, detail-oriented, and results-driven environment
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

**Educational Background and Work Experience**

- 2-3 years of relevant experience in education or recruitment **(teaching experience required)**
- Experience delivering presentations to diverse constituent groups
- Bachelor’s degree from a competitive college or university

This position will require occasional travel and candidates must be willing to work nights and weekends when necessary.

**Compensation**

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

**To Apply**

Send resume and cover letter to Tammy Phan at [tammyphan@achievementfirst.org](mailto:tammyphan@achievementfirst.org).

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.