

Vice President, Recruitment

Start Date: July 1st, 2019
Team: Recruit
Location: Brooklyn, NY, New Haven, CT, or Providence, RI

About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

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.

Summary

Achievement First exists to close the achievement gap and address inequity facing the communities that we are honored to serve. We have a two pronged approach: people and program. We are constantly trying to improve our K-12 program but realize that no program in the world will close the achievement gap without strong teams of highly talented people who have what they need to thrive. At AF, focusing on our people is half our strategy. Our Recruitment Team helps us find the *right person for the right seat*. The VP of Recruitment leads the charge for recruiting, selecting and hiring 600+ educators annually while providing strong support, services and/or expertise for all of our school leaders.

Responsibilities of the VP of Recruitment will include but are not limited to:

Team Leadership

- Attract, hire, train, evaluate and motivate a communications a recruitment team of highly skilled and driven individuals, who execute at high levels of excellence and deeply share AF's mission.
- Establish and maintain high standards of team performance by developing clear long-term and annual goals and rigorously tracking performance against them.
- Ensure that the Team Recruit operates in a way that is consistent with AF's culture and mission and values and always puts our schools and their students first.
- Directly supervise Directors of Outreach, Operations, Selection, Teacher-in-Residence, and Leadership.

Outreach/Sourcing Strategy

- Design a year-long outreach plan that systematically builds a short- and long-term teacher and talent pipeline
- Design and implement regular opportunities for high-quality candidates to learn more about Achievement First
- Collaborate with Team External Relations and Marketing & Communications teams to create branded materials for teacher and leader recruitment

Operations and Data Oversight

- Advise and support the Director of Recruitment Operations on the tracking and reporting of Team Recruit hiring goals and candidate data.
- Consult on the largest data projections: projections, Intent to Return Survey, offer letter process, warboard creation.
- Manage and forecast the personnel and non-personnel budgets.

Selection Oversight

- Oversee the selection, including interview processes for 36+ schools instructional, operational and leadership positions
- Ensure positions are filled by candidates who meet or exceed the Achievement First competencies by the first day of NLT/ NTT
- Provide a best in class end to end candidate experience

Teacher in Residence Program

- Oversee Teacher-in Residence program across 3 regions (over 100+ TIRs) leading to 75% or higher annual promotion rates
- Lead outreach efforts to recruit Teachers-in-Residence annually
- Oversee partnership with Relay Graduate School of Education
- Run trainings for Teachers-in-Residence, Resident Advisors, Deliberate practice weekly sessions

Network Talent Leader

- Serve as member of the Talent Cabinet, Greenlighting and Expansion Committee and Compensation Committee.
- Attend, Engage and Present at Leadership Team meetings and Talent Intensives.
- In collaboration with the Senior Director of Principal Preparation, engage in Principal and Principal in Residence interview days.

Skills and Characteristics

- Systematic thinker who has experience leading and coordinating teams effectively
- Strong strategic thinker who can skillfully assess what's wrong/broken, prioritize, find the most simple and effective solution, and execute – all while never losing sight of the long-term vision
- Basic knowledge of at least one core recruitment functions and deep curiosity in all talent functions (outreach, sourcing, data/operations, leadership, teacher prep)
- Strong knowledge of school-based leadership – and passion for talent development of leaders.
- An uncommon eye for detail and an extraordinarily high, internal bar of excellence
- Strong social intelligence and the ability to engage a variety of stakeholders toward a common outcome
- Previous experience managing others to strong results and concrete accomplishments
- Prior experience demonstrates strong alignment to Achievement First's mission
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Possess humility, a strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude.
- Extreme team player.

Educational Background and Work Experience

- B.A. required
- 5-10 years of school based experience and/or education management experience strongly preferred
- 5-10 years or more experience with one or more core talent functions (recruitment, human resources, etc.)
- Occasional weekend or evening work and willingness to travel to our schools and offices throughout Connecticut, Rhode Island, and New York as needed is required.

Compensation

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

To Apply

Send resume to:

Pamela Bookbinder Clarke

Co- VP, Recruitment

pamelaclarke@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/>.