

## Director, School Based Operations Recruitment

**Start Date:** Immediate  
**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 37 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 of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our 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, leaders, and operations staff of the highest quality join the Achievement First network. Reporting to the Co-Vice Presidents of recruitment and working in partnership with the Achievement First Network Support Operations Team, this person will manage operations recruitment for Achievement First schools, the Director of School Operations succession planning process, and an Associate level operations talent partner. This person will continue to improve candidate selection and school partnership in year three of School Operations Recruitment under Team Recruit, and will be tasked with changing course and process to meet the needs of our school operations teams.

### Responsibilities of the Director will include but are not limited to:

- Oversee recruitment strategy for school operations roles across a network of 37 schools, including but not limited to: Director of School Operations, Student Services Manager, Office Coordinator, Principal's Assistant, Nurse.
- Ensure open operations roles are filled in a timely manner, either through direct recruiting or supporting an operations Talent Partner.
- Directly manage, coach and support an operations Talent Recruiter to ensure unwavering levels of recruitment service to all schools in the Achievement First network.
- Establish outstanding Team Recruit - School relationships with an emphasis on the Achievement First Core Values resulting in over 90% of principals agreeing or strongly agreeing that Team Recruit gets the 'how' and the 'what' right.
- Establish data-driven yearly and monthly recruitment tactics in partnership with Director of Recruitment Operations
- Approval of school-based operations offer letters, including examining years of relevant experience and current staff salaries for equity.
- Collaborate with the Director of Operations Learning and Development and Regional Directors of Operations to set ambitious goals and accompanying plans to expand upon Achievement First's existing recruitment efforts.
- Manage a broad range of relationships, including teachers and principals in Achievement First schools. Handle the most ambiguous and challenging staffing scenarios, e.g. principal transitions, urgent timeline for staffing a founding school.

- Collaborate with the Associate Director of Recruitment Outreach to ensure a consistent understanding of needs across schools and geographies. Partner with Outreach team to attend and host events, both locally and nationally to ensure the recruitment, selection, and retention of top talent.
- Develop and coach principals and Principals-In-Residence in areas of recruitment, retention, staffing and interviewing as they pertain to Director of School Operations (DSO) hiring.
- Serve as a liaison between Team Recruit and Network Support Operations Vice Presidents to ensure a close working relationship and understanding of where each school in their portfolio is related to staffing and talent.
- Plan all logistics and communication around DSO selection days, internal DSO promotions interviews, and Director-in-Residence (DIR) interview days.

### **Skills and Characteristics**

- Highly motivated and capable of seeing projects through from beginning to end
- Results-oriented and willing to do “whatever it takes”
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- Resourceful; ability to think “outside the box” and provide creative solutions to challenges
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Strong customer service-based approach to recruiting and relationship-building
- Excellent interpersonal communication skills, including experience having crucial, honest and direct conversation
- Excellent organizational skills, with the ability to think strategically in the long-term and execute in the short-term
- The ability to travel to recruitment events

### **Educational Background and Work Experience**

- Bachelor’s degree from a competitive college or university
- Direct school operations experience and/or school leadership experience in a high-performing setting
- 5-7 years of professional experience in education, recruitment, sales, marketing and/or fundraising
- 2 or more years in a management role

### **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:

Kristina Mercado  
Co-Vice President, Team Recruit  
[KristinaMercado@achievementfirst.org](mailto:KristinaMercado@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/>.