

Director, School Leader Recruitment

Start Date: July 1, 2020
Team: Recruit
Location: New Haven, CT or Brooklyn, NY

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 14,000 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.

Summary:

The Achievement First Recruitment Team ensures that mission-aligned teachers and leaders of the highest quality join the Achievement First network. Reporting to the Co-Vice President of recruitment, this person will own all outcomes for the School Leader Recruitment sub-team so that all three regions (CT, RI, NY) will be at least 95% hired with School Leaders that meet or exceed hiring competencies by the first day of New Leader Training.

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.

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Key Responsibilities of the Associate Director, School Leader Recruitment include:

1. Candidate Outreach and Strategic Planning

- Design, coordinate and execute strategy to attract top school leader candidates the following roles: Academic Dean, Dean of School Culture, Principal in Residence
- Cultivate prospective candidates by attending in person events, strategic mining, and/or employee referrals
- Collect, analyze, and act on data related to candidate sourcing strategy with a particular eye towards increasing the diversity of the candidate pool

- Collaborate with the Senior Director of Principal Preparation on pipeline planning in order to determine hiring needs

3. Candidate Selection

- Conduct competency-based resume screening and phone interviews to identify top leadership talent
- Create a welcoming, comprehensive, and efficient interview experience for candidates by:
 - Owning the scheduling and planning of interview days with multiple candidates end to end
 - Provide coaching and practice to candidates on their sample lesson to set them up for success for their interview
 - Provide school tours for candidates before guest lessons and finalist interviews
 - Assist candidates with travel to and from the school site

4. Relationship Building and Advising School Leaders

- Liaison between candidates and school-based staff and school leaders
- Advise hiring managers on selection decisions and matriculation efforts
- Provide principals and other school leaders with feedback on interviewing skills
- 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 and equitably

5. 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
- 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

6. Management

- Directly manage, coach and support one School Leader Recruiter to ensure unwavering levels of service across all regions and academies – occasional travel across geographies required

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
- Strength in giving instructional feedback
- Track record of managing self and others to outcomes

Educational Background and Work Experience

- Bachelor's degree
- Direct teaching experience and/or school leadership experience in a high-performing school setting
- 5-7 years of professional experience in education, recruitment, sales, marketing and/or fundraising
- At least 2 years in a management role required

This position will require travel within our three regions (NY, CT and RI) as well as travel to various conferences and job fairs across the country. 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

Please send your resume to:

Kristina Mercado
co-Vice President of Recruitment
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/>.