

School Leader Recruiter

Start Date: August 2020
Team: Team Recruit
Location: 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 Associate 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 and school leader quality.

Responsibilities of the School Leader Recruiter will include:

1. Candidate Selection

- Source school leader candidates using social media, LinkedIn, job boards, referrals etc.
- Screen resumes and applications
- Select highest quality applicants conduct phone interviews to identify top talent
- Schedule and lead phone interviews
- Create welcoming, comprehensive, and efficient application experience for candidates
- Constantly and rigorously evaluate process, materials, and decision-making for unintended bias, continually improving the selection experience for ALL candidates
- **Schedule and lead finalist days for our most promising candidates:**
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 - Lead "Set Up for Success" coaching calls to ensure candidates feel prepared for their finalist days
 - Host our most promising candidates during school visits, welcoming them warmly and introducing them to Achievement First systems, culture, and staff.
 - For virtual finalist days, manage technology on video conference platforms for up to 20 people (candidates and interviewers).
 - 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 securing travel to and from the school site
 - Go "above and beyond" to help candidates feel welcomed, valued, and professionally developed during their finalist day

3. Relationship Building and Advising School Leaders

- Liaison between candidates and school-based staff, school leaders, and regional superintendents
- Advise school leaders and regional superintendents on hiring decisions and matriculation efforts for a select portfolio of schools
- Provide principals and other hiring managers with feedback on interviewing skills and candidate experience
- Proactively anticipate and respond to principal and regional superintendent requests, e-mails, and phone calls
- Partner with principals and regional superintendents 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 as needed with key stakeholders on both school and network teams to ensure the recruitment process runs efficiently.

4. 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
- Data-driven problem-solving skills, aggressively monitoring the path to success
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- At least 2 years of relevant experience in education or recruitment (teaching experience required)
- Experience building trust and relationships with multiple stakeholders
- Experience with project planning and execution
- 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 to:

Brynn Cullen
Associate Director, School Leader Recruitment
brynncullen@achievementfirst.org

Achievement First is an equal opportunity employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status. People from all diverse backgrounds are strongly encouraged to apply. We place particular emphasis on recruiting individuals who share the racial or socio-economic backgrounds of the students we teach, 90% of whom are Black or Latino. Learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>