

Lead with Center City Public Charter Schools: Recruit top-quality talent for Center City PCS



Reports to: Director of Talent and Strategic Partnerships
Direct reports: Interns
FLSA Status: Full-time, Exempt

The Talent Recruiter reports to the Director of Talent and Strategic Partnerships and leads efforts to attract, interview and on-board highly qualified team members at Center City PCS. S/he develops a talent recruitment strategy that integrates to the broader HR strategy and work plan. S/he collaborates closely with the academic team to ensure that the interview process moves quickly and efficiently to identify top candidates.

Areas of Responsibility & Accountability

- Implement processes and work plans to guide the work of attracting, interviewing and on-boarding top talent for Center City PCS
 - Paper- screen candidates by evaluating resumes and cover letters; provide input on necessary criteria based on past experience
 - Conduct hour-long, in-depth phone interviews with candidates, allowing for alignment with Center City teaching criteria
 - Collaborate with principals and hiring managers to determine campus needs and candidate qualities to find best fit
 - Coordinate interviews for principals and hiring managers, conduct needed follow-up and communication with candidates
 - Assess candidates for highly qualified status, ensuring compliance with state mandates
 - Attend, assess, and calibrate in-person interviews and mini-lessons to evaluate candidates and ensure best practices for screening with school-based hiring teams
 - Correspond with high volume of candidates and incoming new hires to answer any questions regarding hiring process and Center City PCS
- Designs and implements market research to inform Center City PCS recruitment strategies and to appropriately tailor recruitment campaigns to various sectors and track trends over time.
- Manages candidate relationships from recruitment through application to a decision.
- Researches various advertising mediums and places advertisements accordingly.
- Attends career fairs targeted at high profile candidates and builds name recognition among talented candidates.
- Conducts extensive outreach and networking via phone, correspondence, and in-person meetings with undergraduate and graduate schools, service organizations, and affinity groups to build Center City PCS and its schools' visibility and to attract candidates.
- Devises and implements additional recruitment strategies to access new or alternative candidate pools.
- Establish and maintain relationships with partner human capital organizations to attract high-caliber talent to Center City PCS, learn new methods of selecting talent, and support incoming talent
- Develop and coordinate logistics, materials, and feedback from recruitment events, including job fairs and events (Open Houses; Recruitment Fairs) that promote the Center City PCS Brand
- Work to ensure a seamless on-boarding experience for staff
- Provide training and ongoing support to seasonal members of the recruitment team
- Coordinates the ongoing mid-year recruitment strategy to fill emergency vacancies.
- Implement work tied to HR departmental goals, work plans and the strategic plan for Center City PCS

- Create performance goals and measurable targets for ESL office in conjunction with the Director of Student Support Services
- Prepare and present comprehensive, effective oral and written reports.
- Manages recruitment database and generates recruitment reports on a regular basis.
- Develops evaluation tools and criteria with leadership team for each step of recruitment process.
- Strategically cultivate and engage community partners in the surrounding community to promote and sustain the school's positive school culture

Qualifications

- Bachelor's degree required, master's in education or similar preferred
- Proven successful teaching and a minimum of two years of demonstrated leadership ability required.
- Demonstrated knowledge of and experience with differentiation of instruction.
- Experience in urban education preferred
- Exceptional attention to detail
- Ability to promote Center City PCS and generate enthusiasm for our mission
- Demonstrated ability to work effectively in a team-oriented environment
- Superior oral and written communication skills as well as interpersonal skills
- Strong time management skills and ability to self-direct and problem-solve
- Enthusiasm and ability to reflect, learn, and implement new processes quickly
- Relentless optimism and a strong belief that all children deserve the best teachers available
- Bachelor's degree required
- Broad knowledge and understanding of learning theory and practice, elements of the No Child Left Behind act, and classroom-based and standardized assessments of student learning.
- Sensitivity to the needs of students, parents, and staff from diverse backgrounds.
- Success in establishing collaborative teams and distributing tasks
- Excellent planning, goal setting, coordinating, and decision-making skills.
- Excellent written, oral and interpersonal skills to communicate effectively and professionally with varied audiences
- Documented record of establishing and maintaining appropriate professional relationships
- Ability to facilitate and lead change initiatives and embrace innovation

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/>. Please upload a current resume and a cover letter addressing your interest in Center City PCS into the online application, as well as any additional documentation. All cover letters must describe your interest and qualifications for the Talent Recruiter role.

More information about Center City Public Charter Schools may be found at: www.centercitypcs.org

Center City PCS is an equal opportunity employer.