

HARLEM VILLAGE ACADEMIES

POSITION: Recruitment Manager
REPORTS TO: Director of Talent Services
LOCATION: Harlem, New York City
WEBSITE: www.harlemvillageacademies.org
CONTACT: Dan Bellino, resumes@villageacademies.org
DEADLINE: September 19, 2010

THE ORGANIZATION

Harlem Village Academies is widely recognized as a national leader in the education reform movement. Its growing network of public charter schools is transforming the lives of children in Harlem by providing them with an excellent education. Led by a team of passionate social entrepreneurs, Harlem Village Academies has developed and effectively executed on a clear, focused strategy: hire talented and passionate teachers, provide them with autonomy and extensive professional support, and hold them accountable for results. HVA sets high standards for students' academic performance and personal conduct; intervenes with love and rigor when a child is off-track; and engenders in students a love of learning, a spirit of community, and dedication to academic and behavioral excellence.

The results have been extraordinary, and Harlem Village Academies has achieved national prominence as one of the highest performing urban schools in the country. Students enter the academies several years below grade-level, many with a history of poor behavior. Yet after a few years with the school they make remarkable gains.

- **100%** of eighth graders passed the NYS Science and Social Studies Tests.
- **100%** of eighth graders passed the NYS Math Test, ranking Harlem Village Academy **#1** of all open-enrollment public schools in New York State.
- HVA schools were the highest scoring in Harlem on the New York State ELA test.
- **100%** of high school students passed the Integrated Algebra and US History Regents exam.

In addition to its remarkable, consistent track record of educational excellence, Harlem Village Academies has an exceptionally committed Board of Directors and an extraordinary group of supporters including some of the country's most prominent and influential leaders in business, finance, real estate and media. Harlem Village Academies is regularly featured in New York and national media and serves as a model for schools across the United States and abroad. New York City Mayor Michael Bloomberg calls Harlem Village Academies "a model of excellence" and "the poster child for this country."

THE OPPORTUNITY

Harlem Village Academies is seeking an intelligent, passionate professional to lead our teacher recruitment efforts. With its proven, replicable education model, Harlem Village Academies plans to scale up to a system of schools at a pace that ensures continued excellent educational quality. In an organization where human talent is the most valuable asset, the Recruitment Manager will play a key role in the success of our students by ensuring they have the very best teachers in front of them every day. This is a unique opportunity to shape the future of our schools by recruiting the next class of Harlem Village Academies' teachers.

RESPONSIBILITIES

The core responsibility of the Recruitment Manager is to ensure that our schools are staffed with talented, passionate teachers who exemplify the Harlem Village Academies values and who can inspire our students to meet the rigorous achievement goals we've established for them. Other responsibilities:

- Promote Harlem Village Academies as a group of schools designed for teachers – with an unwavering commitment to nurture and develop teachers and support their work.
- Identify experienced outperformers and stimulate their interest in Harlem Village Academies.
- Manage a smooth and effective results-oriented recruitment process with first-class customer service for all candidates and school staff.
- Build close and effective relationships with school staff to ensure recruiting success.
- Manage a cost-efficient budget and marketing plan.
- Relentlessly develop and maintain external relationships to ensure a consistently deep pool of top-tier candidates.
- Host and attend recruitment events on nights and weekends, with limited travel involved.
- Maintain and update candidate information in recruiting database and calendar throughout selection process.

QUALIFICATIONS

The ideal candidate will be a highly intelligent, driven individual with a passion for recognizing and nurturing talent, warm character, exceptional integrity, and a commitment to the belief that all students can achieve rigorous academic goals. The candidate must be exceptionally articulate and able to communicate with individuals at all levels of an organization. Finally, he or she must be a genuinely kind individual who thrives as part of a highly motivated, committed team. Other qualifications:

- At least 3-4 years of professional experience; K-12 teaching experience preferred
- Demonstrated ability to recognize outstanding teaching
- Experience in human resources, recruiting, sales, and/or in managing a successful business unit
- Proven ability to develop positive, productive relationships with individuals who can contribute to the success of the recruiting campaign
- Excellent organizational, project management and time management skills
- Self-motivated, resourceful, and detail-oriented
- Excellent oral and written communication skills, with an ability to communicate to various constituencies and work effectively with a variety of staff at all levels within the organization
- Proactive, entrepreneurial style with the ability to take initiative, recognize opportunities, and

develop and implement focused plans for executing on those opportunities in a fast-paced and dynamic work environment

- Strong team player, with willingness to be hands-on and do whatever it takes to support the success of Harlem Village Academies

ORGANIZATIONAL CULTURE

All team members are expected to be committed to the mission, vision and values of Harlem Village Academies, have a positive and professional attitude, exhibit a very strong work ethic (including a willingness to work long hours) and possess an inner drive for personal and professional excellence. The ideal candidate will thrive working within an entrepreneurial and results-driven environment.

TO APPLY

Applications should include a thoughtful cover letter describing your interest, qualifications and how you learned of the position. Please e-mail all applications to resumes@harlemvillage.org with “HVA – Recruitment Manager” in the subject line by **September 19, 2010**.

Harlem Village Academies is an equal opportunity employer and welcomes candidates from diverse backgrounds.