



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS
POSITION: DIRECTOR OF RECRUITMENT
LOCATION: BOSTON, MA
REPORTS TO: CEO

About the Organization

Excel Academy Charter Schools is an emerging network of charter schools in Boston based on the highly successful model of Excel's first middle school in East Boston.

Excel Academy was founded in 2003 to address very low high school and college graduation rates among minority students from low-income families in East Boston and Chelsea. Excel's flagship school serves more than 200 students in grades 5-8, over 70% of whom are low-income and Latino students. This school is the highest-performing public middle school in Massachusetts and sends more than 90% of its alumni on to college-preparatory high schools. More than 50% of Excel's students do not speak English at home.

Excel's success is built on a culture of rigor and excellence with the following elements:

- Uniformly high expectations—starting with the ultimate goal of college graduation—to which parents, students and teachers alike are held;
- Optimized use of every minute of the school day together with a longer school day and year;
- Individualized support for students with special needs; and
- Highly developed operational systems that enable teachers to focus on instruction.

Excel is developing ambitious growth plans and recently opened its second school in Chelsea. Excel plans to open roughly one new school per year over the next five years. While the first three schools in the network will be middle schools, Excel plans to open a high school in 2015.

About the Position

Excel seeks a talented Director of Recruitment to lead the organization's recruiting efforts. Excel believes that hiring excellent teachers and leaders for its schools will continue to drive distinctive performance. Excel's Director of Recruitment will report directly to the organization's CEO and will serve as a member of Excel's Network Team.

Specific Responsibilities

- Strategic Outreach and Recruitment
 - Devise and implement a strategy to greatly enhance Excel's reach and success in generating candidates for job openings;
 - Develop and sustain strong relationships with strategic partners such as Teach For America regional offices, Teach Plus, colleges and universities, and others;
 - Attend and coordinate Excel representation at key conferences, job fairs and other recruitment opportunities;



- Develop collateral material and key talking points to help ensure that all staff members describe work at Excel in consistent and compelling ways;
- Manage the logistics of Excel's recruitment process, including but not limited to resume review, scheduling, phone interviewing, model lessons, reference checking, and offers;
- Coordinate the cultivation of potential candidates on Excel's radar screen who are not yet actively seeking opportunities with Excel;
- Build data systems to track all current and potential job candidates;
- Work with hiring managers to ensure all new hires are appropriately onboarded;
- Ensure compliance with all relevant organizational policies and governmental laws and regulations; and
- Use data to retrospectively evaluate and refine Excel's approach to generating and selecting candidates who turn out to be high performers.

Qualities and Qualifications

We are looking for someone **sharp, driven and kind**. The following qualities are also must-haves:

- **Alignment on Values and Philosophy:** Passion for closing the achievement gap in public education and a belief that a highly structured environment is essential for learning in the student population that Excel serves.
- **Entrepreneurial spirit:** A track record of being a resourceful and creative self-starter in tackling challenges, and of questioning conventional wisdom.
- **Integrity:** Embodying the honesty and trustworthiness that Excel expects of all its community members and particularly those serving as visible role models for others.

The ideal candidate will also possess the following qualifications:

- A bachelor's degree (advanced degree strongly preferred);
- At least 5-7 years of work experience, with experience in the private sector and/or in the education sector strongly preferred;
- A passionate belief in Excel's mission, values, and educational model;
- An ability to thrive in a fast-paced, entrepreneurial environment and a capacity to remain calm and focused when faced with unexpected challenges;
- An ability to manage multiple projects in parallel;
- Excellent relationship-building skills and an ability to inspire confidence and enthusiasm in others even through limited interaction time; and
- Strong problem-solving and communications skills, including evidence of structured thinking.

Contact Information

Email a resume to jobs@excelacademy.org, addressed to Dai Ellis, CEO.

Excel Academy Charter Schools is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability.