



Job Description

Title: Associate Director of Talent Acquisition
Division: Making Waves Academy Schools (MWAS)
Location: Richmond, CA
Reports To: Managing Director of Talent
Status: Exempt

Position Summary

The Associate Director of Talent Acquisition will play an integral role in identifying and selecting a wide range of talent, from instructional roles to central office leaders, to ensure Making Waves Academy can grow from a two-campus 5-12 site, to a fully functioning district serving students in grades K-12 in three geographies. Reporting to the Managing Director of Talent Acquisition and collaborating closely with the school and central office leaders, the Associate Director of Talent Acquisition will help design and execute comprehensive recruitment, selection, and retention strategies.

Primary Responsibilities

Strategic Talent Development & Hiring Practices

- Partner with the Managing Director of Talent Acquisition to implement innovative recruitment and retention strategies, with effective sourcing of talent to generate a robust pipeline of high quality teaching candidates to support the growth of MWA
- Lead full-cycle recruitment searches for all teachers, staff, and administrators. Execute long term cultivation plan to fill anticipated lead teaching vacancies well in advance of the academic year
- Coordinate programming aimed at supporting and retaining all current and prospective employees, as well as contribute to Academy culture, including school visits, induction recruitment fairs, recruitment webinars, trainings, and new teacher/hire orientation sessions
- Manage candidates throughout the process with high-touch and high-tech strategies and tactics, ensuring an exceptional recruitment experience for all candidates and hiring managers; share candidate status and hiring decisions with calls and/or written communication

Strategic Partnerships & Key Stakeholder Relations

- Promote MWA's brand by proactively cultivating pivotal relationships and recruitment channels through face-to-face communication, a presence in the MWA community, and through social media and other relevant marketing platforms
- Support strategic and lasting partnerships with local colleges and universities, as well as local and national non-profit and corporate organizations, to develop pipelines of talent for a teacher residency program as well as key ancillary positions at MWA
- Build strong relationships with MWA school leaders and key stakeholders, to ensure alignment of the recruitment process with our program needs, core values, and efficient processes for hiring managers and candidates alike

Data & Credentialing Analysis

- Manage Applicant Tracking System implementation and upgrades, utilizing features and reports

for seamless candidate and hiring manager experience

- Coordinate with HR to help teachers navigate and find the best options for their credentialing needs; liaise with university credential agencies, the California Teaching Commission (CTC) as needed, including NCLB, upcoming examination dates, and updates from the CTC or U.S. Department of Education. Promote as a benefit the loan forgiveness and tuition assistance programs
- Coordinate with Managing Director of HR to analyze trends in data, including but not limited to diversity and candidate satisfaction; develop and refine deep understanding of successful candidate profiles

Qualifications

Experience

- Minimum 5 years of relevant work experience required
- Recruitment or program management experience required

Skills

- Strong organization, interpersonal, communication skills
- Excellent networking, relationship building, influencing, and communication (written, oral, hidden) skills; the consummate headhunter
- Ability to prioritize tasks and consistently demonstrate strong decision making and judgment skills
- Ability to relate and speak with genuine passion about students, families, and the community we serve
- Ability to travel approximately 15-20% of the time to various events and meetings

Education

- Bachelor's degree required

Preferred

- Fluency in Spanish preferred but not required