

# Center for Urban Teaching

## Talent Recruitment & Development Team



### Position Summary:

The Talent Recruitment and Development Team's primary role is to ensure that CfUT successfully recruits and retains prospective candidates while developing competence, confidence, and character that drives the personal commitment necessary to serve as a high-performing urban teacher in a CfUT target region or partner school.

Communicates with: Program director, CfUT Team, cohort student leaders, college and university personnel, potential and active program participants, and other support personnel and community partners engaged by CfUT

Job Type: Full-time, salaried, benefits eligible

Work Schedule: This position is a full-time position with designated paid time off as defined in the employee benefit package. Since CfUT's program is a year round operation, time off must be collaboratively planned with the your supervisor at least two weeks in advance. Please note that some evenings and weekends are necessary to fulfill job responsibilities.

### Candidate Profile and Experience Prerequisites:

- Alignment with and personal investment in the CfUT's mission, vision, and values
- Belief that the teacher is the number one determining factor in student achievement
- A bachelor's degree from an accredited university
- A minimum of 2-3 years of teaching or leadership experience with demonstrated success, preferably in an urban setting
- Viewed as a Christian leader among their peers
- Comfortable with and engaging when talking to new people (in person, via phone, and video conferencing)
- Keeps their "eye on the prize" constantly – stays focused on the positive, even when the going gets really tough
- Connects and builds deep, trusting one-on-one relationships with people who are quite different from them
- Gains "buy-in" from others, even those who are initially skeptical
- Strong organizational skills - makes smart choices about which things to prioritize
- Strives to constantly improve at whatever they do, and demonstrates a willingness to learn
- Thrives under pressure
- Takes initiative and is a self-starter, but is able to ask for direction when needed
- Ability to manage projects both independently and as a team
- Comfortable learning multiple media platforms and learning new forms of technology
- Uses data to figure out the right next steps, and to set and achieve big goals
- Strong bias toward action; need to work relentlessly and urgently to be satisfied

*Why this is imperative:* This position is imperative to CfUT's success because it ensures that CfUT is able to deliver on its vision to serve as the number one producer and provider of top urban teaching talent by recruiting, training, and placing program graduates in partner schools that match their passion and purpose. This team serves as the director of first impressions to prospective candidates and universities. It is the door every candidate must walk through to continue in the program. It also introduces university departments to the need for talent in the city, as well as influences the departments of education on campuses to think differently about the preparation and training of future candidates. Ultimately, the Talent Recruitment and Development Team has the ability to change not only the trajectory of a candidate's career path while addressing the critical talent issue facing our schools today, but also the lives of the students those candidates will serve in our schools and the cities of Milwaukee and Racine.

*The win:* You are successful when you effectively engage prospective candidates with CfUT's mission and programming so that internal targets are met and at least 80% of program graduates accept a position in a CfUT target region or partner school.

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### Job Responsibilities\*:

#### **Recruitment of Candidates**

Actively identify and recruit prospective candidates by:

- *Assisting in the design and implementation of the overall recruiting strategy*
- *Promoting CfUT's reputation as the premier pipeline and training program for urban teachers and leaders*
- *Staying up to date with industry trends related to recruitment of teachers to determine the most effective mechanisms (both in cost and quality) to attract a pool of high quality, diverse candidates*
- *Utilizing the designated databases to track candidates, update information, and move participants through the program while maximizing engagement*
- *Creating and adapting recruitment materials, protocols, and processes to meet the best practices and demands*
- *Sourcing and attracting candidates by using databases, social media outlets, job boards, recruitment booths, class talks, etc.*
- *Communicating with prospects via email, phone call, text, and video conferencing to build influential relationships with candidates*
- *Ensuring that qualifying participants register for the appropriate programming opportunities*

#### **University and Community Partnerships**

Develop and maintain strong relationships with recruitment sources (i.e. (1) colleges and universities; (2) partner schools, (3) other entities such as Intervarsity, CRU, and City Year that are sources for high quality talent.) by:

- *Overseeing the formation of new student clubs at targeted campuses and maintaining those clubs that currently exist*
- *Serving as an advisor to club leaders and facilitating the training of current and new student leaders*
- *Monitoring the performance and activities of each club*
- *Actively communicating with university and partner personnel*
- *Ensuring that the partner agreement (Memorandum of Understanding) is actively and accurately carried out*
- *Coordinating dates for recruitment and engagement activities*
- *Assisting in the placement of urban teacher candidates for required and elected clinical opportunities*

#### **Training of Candidates:**

Effectively train candidates in the investment and commitment phases (Tier 2 and 3) of the program by:

- *Planning and facilitating tours of high-performing urban schools to facilitate urban teacher candidate's exploration of the teacher disposition, skills, and behaviors that produce high-performance results in urban classrooms*
- *Ensuring that qualifying participants register for the appropriate immersion trip*
- *Planning and facilitating an annual conference for teacher candidates*
- *Planning and facilitating summer school training and experience including recruiting, hiring, advertising, training materials & frameworks, logistics, and advising of participants, etc.*

#### **Retention of Candidates:**

Actively pursue a personal commitment from candidates to accept a position in a CfUT partner school or target region by:

- *Networking program graduates with partner schools and advising them through the job selection and interview process*
- *Assisting in the placement of and supervision of urban teacher candidates for required and elected clinical opportunities and student teaching experiences*
- *Advising and maintaining a personal relationship with candidates to ensure their successful retention in and completion of the the correct steps according to the appropriate track to meet internal targets*
- *Clearly communicating the CfUT Commitment to participants and obtaining 80% of the commitments from eligible candidates*

#### **General Team Duties**

- *Mentor a varied group of first and second year teachers or leaders to ensure that they become great teachers and leaders, and that their students make huge academic progress*
- *Assist in the coordination and facilitation of professional development sessions for both undergraduate candidates and those already serving in the field*
- *Manage key projects and special initiatives that relate to organizational growth with a focus in talent recruitment and development*
- *Actively participate in team meetings and strategy review sessions as needed*
- *Reporting weekly on progress toward goals to the team and direct supervisor*
- *Serving during Summer School to assist in the coordination and facilitation of the program*
- *Perform other related duties incidental to the work described above*

*\*Specific team member's responsibilities are based on the individual's strengths and passions*