



DSST Public Schools: Staff Recruitment Coordinator

Position Overview: DSST Public Schools (DSST) seeks a Staff Recruitment Coordinator to oversee the talent recruitment for DSST Public Schools. The Staff Recruitment Coordinator holds primary responsibility for recruiting outstanding educators and staff to the DSST Public Schools network and secondarily in creating professional learning programs to help develop and cultivate talent throughout the organization.

DSST Public Schools Overview: In its first five years, DSST has been recognized locally, state-wide, and nationally as a new model for high-performing urban secondary schools.

- DSST was the top performing Denver Public School, high school and middle school, in the 2008-09 year.
- DSST has earned the highest student achievement growth of any high school in the state of Colorado over the last three years.
- 100% of DSST's first three graduating classes were accepted to four-year colleges – the first Denver public high school to accomplish this achievement.
- DSST has been featured in *Newsweek's* "Great American High Schools," *The Denver Post*, and by the U.S. Secretary of Education, Arne Duncan, and Colorado's Lt. Governor as a national exemplar of school reform.

Working at DSST Public Schools: Professionals who work at DSST can expect:

- **A Culture of High Expectations:** All of DSST's graduates are accepted and go to four-year colleges and they are expected to become our city, state and country's next leaders.
- **Amazing Colleagues:** The DSST team is comprised of highly talented, successful, passionate educators who are committed to educating underserved students.
- **A Supportive Team:** DSST supports each one of its team members both in their professional and personal lives in a highly collaborative environment.
- **Professional Learning:** DSST is a learning organization which supports and challenges each staff member to learn, grow and become better educators daily.
- **Professional Success:** DSST provides everyone on our team the opportunity to succeed at the highest level – inspiring and changing the lives of our students.
- **Leadership Training:** DSST has created a comprehensive leadership development program that helps train aspiring leaders in the organization. Each director will benefit from this training.

Qualifications: DSST seeks candidates who have a demonstrated track record of the following leadership skills and beliefs:

Required Skills and abilities

- Passionate belief in the mission of DSST Public Schools.
- Demonstrated ability to identify outstanding teaching and leadership competencies.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Ability to comfortably present to a wide range of audiences.
- Ability to inspire top educators to join staffs of DSST Public Schools.
- Excellent organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to work effectively with a wide range of constituents.
- Ability to constantly evaluate the effectiveness of the recruitment campaigns and to assess how best to allocate recruitment resources.

Talent Recruitment

- Develops and implements a well-coordinated and effective approach to recruiting teachers and other employees for DSST Public Schools:
- Demonstrates and articulates a thorough understanding of DSST Public Schools and communicates enthusiastically to candidates the benefits and merits of working at DSST Public Schools and its schools.
- Designs and implements market research to inform DSST Public Schools recruitment strategies and to enable DSST Public Schools 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 DSST Public Schools and its schools' visibility and to attract candidates.
- Identifies and cultivates relationships with strategic partners for recruitment (i.e., TFA, Denver Teaching Fellows, RISE, Universities).
- Devises and implements additional recruitment strategies to access new or alternative candidate pools.
- 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.

Talent Development

- Work closely with the CEO and other Directors to support talent development in several areas including: Leadership development, teacher development, and other human capital projects.
- Assist with the design and delivery of high-quality training for new teachers during our two-week new teacher training sequence.
- Assist and support the design of a multi-year teacher training sequence for new and experienced teachers.

Evaluation: The Staff Recruitment Coordinator will be evaluated based upon talent recruitment metrics focused on quantity and quality of talent recruited as well as on the support given to creating quality professional development programs across the network, and the quality and quantity of employees moving through the leadership and master teacher pipelines.

Experience Required: The Staff Recruitment Coordinator candidates should have demonstrated competency in recruiting talent, and knowledge of developing professionals along a development continuum. Teaching experience is preferred, but not required.

Compensation: DSST Public Schools offers a very competitive salary, comprehensive benefits, and a commitment to continuing professional learning.

To Apply: Please apply online at <http://www.scienceandtech.org/jobs/jobs-overview.php>.

The DSST Public Schools proudly values diversity and is an equal opportunity employer.