



117 N. FRANKLIN STREET
HEMPSTEAD, NY 11550
TELE: (516) 408-2200 • FAX: (516) 292-2329

As a key member of the Human Capital Team, the Talent Acquisition Specialist will be results driven and play an integral part in our recruitment campaign for teachers and leaders. They will report directly to the Human Capital Director and will assist in the responsibility of ensuring that all of our classrooms and schools have the unique talent needed to create world-class competitive scholars that will LEARN today, LEAD tomorrow and SERVE in the future.

RESPONSIBILITIES:

- Explore and utilize innovative recruitment strategies to build a candidate pool of diverse qualified candidates, and apply best practices to recruitment.
- Plan, organize and implement all recruiting activities for open positions including advertising, writing of classified ads, internal postings, and coordinating external career fairs.
- Represent The Academy Charter School at recruiting related functions, including job fairs, colleges and universities.
- Partner and collaborate with new and existing colleges and universities to develop relationships with graduates and alumni as well as cultivate a student teaching program that will create opportunities for new grads.
- Source qualified candidates using online platforms, social media, networking, and employee referrals
- Establish and maintain relationships with building leaders to ensure a seamless interview and hiring process
- Monitor and analyze turnover to develop, recommend and implement initiatives to improve employee retention.
- Counsels managers and supervisors in implementing retention strategies.
- Reviews qualifications of potential internal candidates responding to job postings. Recommends internal candidates for further consideration.
- Track and maintain sign on bonus and referral bonus payouts
- Maintain current knowledge of federal and state employment laws

QUALIFICATIONS:

- A minimum of five (5) years' experience in full cycle recruitment in an educational setting preferred.
- Bachelor's Degree Preferred
- Excellent analytical, planning and writing skills
- Ability to effectively manage key recruiting processes
- Excellent verbal and written communication skills

For Consideration, please email resumes to tdanglade@academycharterschool.org

An Equal Opportunity Employer

It is the policy of the Academy Charter School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alien and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.