



## Recruitment & Selection Manager at iTeach Schools

### Overview

iTeach Schools is a fast-growing TFI alumni led start-up, focussed on providing a free, foundational and excellent education to secondary students. We operate five Grade VIII to Grade X schools in collaboration with the Pune Municipal Corporation and our funding partners. Our five schools currently serve about 1000 students, and will expand to reach their full capacity of 1200 students in 2018-19. In addition, we also support nearly 250 student alumni as they make their way through college! Read more about us at [www.iTeachSchools.org](http://www.iTeachSchools.org)

The secondary grades are the last lap of intervention for these students, and perhaps the only chance we have left *to level the playing field* between them and their high income peers. In the academic year 2018-19, we are looking at starting *two more schools*, and are looking for an exceptional person to be the first Recruitment & Selection Manager at our organization.

### Responsibilities

The Recruitment & Selection Manager has one singularly important goal – to create the best team that education in India has ever seen. This team then will enable our students to achieve dramatically different outcomes than were thought possible so far, for children from low income communities! S/he must own this vertical end to end – including strategy, outreach, recruitment and selection. Given that iTeach Schools is barely 2 years old, we are looking for people who will be eager to design the most effective systems and processes, combining researched best practices with their own contextual innovation.



## **Strategy:**

- **Design a three to five year strategy for recruitment and selection at iTeach Schools, including research into sourcing of high quality talent, projecting our needs accurately, and designing innovative strategies**
- **Develop an annual implementation plan for this strategy for the first year**
- **Ensure synergy between the schools, student alumni wing and development & communications verticals**

## **Outreach:**

- **Work closely with the development and communications team to ensure iTeach is known as a values driven, outcome oriented and culture focussed organization**
- **Ensure iTeach Schools is an aspirational employer for people who want to join the education sector – across various sections such as the best B Ed colleges, Fellows from multiple Fellowships and leaders in various sectors**
- **Design strategies to start building the above across major cities in India**

## **Recruitment:**

- **Own the complete recruitment cycle including identifying key talent pools, building partnerships and managing candidates application process**
- **Manage external relationships and partnerships with colleges, Fellowships, etc to create win-wins and ensure iTeach is their most valued employer**
- **Leverage our internal resources (teachers, lead teachers, school leaders, etc) to contribute to this goal in the most time efficient, yet high impact way**
- **Develop a tech based solution with our tech partners to manage this entire process**



## **Selection:**

- **Design accurate and ‘easy to norm on’ selection rubrics with the leadership team**
- **Design and run selection training for every staff member involved in selection**
- **Own the operations and logistics of the selection process**
- **Design systems to collect and manage selection data, towards refining the selection model and criteria every year**
- **Monitor the first three months of probation of new employees and learn from their performance to feed it back into the selection model**

## **Experience and Competencies**

### **Experience:**

- **Bachelor’s degree with 3+ years of relevant work experience**
- **Experience managing a project and team in a professional setting**
- **Preferred: Experience in a school system / education organization**

### **Competencies:**

- **An entrepreneurial mindset – eager to create systems rather than follow them**
- **Exceptionally strong at operations involving multiple diverse stakeholders**
- **Excellent written and oral communication skills**
- **Ability to learn from existing models and innovate contextually**
- **Ability to design initiatives and refine them based on the ground performance**
- **Demonstrates an incredibly strong work ethic, willingness to learn and critical reflection**