



Partnership for Los Angeles Schools

POSITION ANNOUNCEMENT: Human Resources and Recruiting Manager

Carver Middle School

Dolores Huerta Elementary

Figueroa Elementary

Gompers Middle School

Griffith Joyner Elementary

Hollenbeck Middle School

Jordan High School

Markham Middle School

Mendez Math & Science High School

Mendez Technology & Engineering High School

99th St. Elementary

Ritter Elementary

Roosevelt High School

School of Law & Government

School of Humanities, Art & Technology

School of Science, Technology, Engineering & Mathematics

School of Communication, New Media & Technology

School of Environmental & Social Policy

School of Medical & Health Sciences

School of Math, Science & Technology

Santee Education Complex

Stevenson Middle School

Sunrise Elementary

POSITION: Human Resources and Recruiting Manager

LOCATION: 1541 Wilshire Blvd., Suite 200, Los Angeles, CA 90017

REPORTS TO: Senior Director of Human Resources

BACKGROUND

The Partnership for Los Angeles Schools (“the Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. An independent, nonprofit organization, the Partnership contracts with Los Angeles Unified School District (LAUSD) to transform teaching and learning in its schools so that all students have a foundation for academic excellence and personal success. The Partnership currently manages 22 of the lowest performing schools in LAUSD, serving approximately 17,000 students, and is the only major school turnaround organization operating at scale in California. The Partnership has had significant gains in student achievement in its first three years of operation. For more information, please visit www.partnershipla.org.

OPPORTUNITY

The Partnership for Los Angeles Schools is seeking a dynamic individual with Human Resources (HR) experience to assist the Senior Human Resources Director in managing an extremely intensive HR department. The Partnership’s HR team is responsible for all human resources functions (recruitment, retention, evaluation, etc.) for approximately 1,500 employees in Partnership Schools in close collaboration with the Los Angeles Unified School District’s (LAUSD’s) HR Department. The Human Resources and Recruiting Manager would support the department in achieving its overall goals. The Human Resources and Recruiting Manager would also lead the Partnership’s recruitment of talent. Attracting and retaining outstanding talent is a primary strategy of the Partnership in its school improvement work.

The Human Resources Manager’s key responsibilities include:

- Build relationships in Partnership schools to understand the need for staffing schools;
- Build a pipeline of high quality teacher, Principal and Assistant Principal talent who apply to Partnership schools and lead process for marketing all positions;
- Develop partnerships with programs that train high quality teachers, including universities, Teach for America and others;
- Manage the candidate sourcing process, including establishing the hiring process and formalizing hiring criteria;
- Develop strategy to work collaboratively with LAUSD Human Resources staff to fill Partnership schools with high quality teachers and administrators; build strong relationship with LAUSD staff;
- Implement and manage an on-line applicant management system that effectively and efficiently tracks all candidate information;
- Lead the implementation of a high quality and collaborative interview process at school sites for teaching positions, including training hiring committees;



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 Sunrise Elementary

- Help manage principal hiring processes;
- Ensure that schools are provided outstanding customer service; define service metrics jointly with the Senior Director of Human Resources and the Partnership team;
- Help support the creation of new processes to support more effective HR practices, including staff relations, issues requiring investigation and other areas;
- Lead recruitment for all Partnership staff members;
- Assist with providing expertise and guidance on personnel matters to approximately 35 staff members in the Partnership office;
- Work closely with the Senior Director of Human Resources, Chief Operating Officer and Chief Academic Officer regarding strategies in Human Resources;
- Assist with the on-boarding process of new Partnership employees;
- Other areas as determined by Senior Director of Human Resources.

QUALIFICATIONS

Experience:

- Bachelor’s Degree from an accredited university; Master’s Degree in education, business, public policy or related field a plus;
- 2-5 years of work experience in the field of education and/or in Human Resources;
- Teaching experience a plus;
- Experience building and managing complex projects and systems;
- Experience working in a fast paced, entrepreneurial environment;
- Proven ability to execute effectively against strategy and exceed goals consistently.

Skills:

- Excellent verbal and written communications skills;
- Ability to effectively communicate with varied audiences using multiple mediums;
- Outstanding organizational and project management skills;
- Strong technology skills a plus;
- Ability to work collaboratively with Senior Human Resources Director, school site stakeholders and the entire staff at the Partnership;
- Excellent judgment around Human Resource issues;
- Ease at managing competing demands and determining top priorities independently.

Personal Characteristics:

- Strong belief in the Partnership’s mission, approach and core values;
- Enthusiasm to help build a strong, proactive team to work in the Partnership and in Partnership schools;
- Fierce commitment to improving academic achievement for the students attending the schools managed by the Partnership;
- Humility and respect for hard work of school professionals and school parents.



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SALARY AND BENEFITS

Salary will be commensurate with experience. The Partnership offers a robust benefits package including health and dental insurance, and a 403(b) retirement program.

TO APPLY

If you are interested in this opportunity, please send your resume and cover letter to: Employment@partnershipla.org.

Please write your Last Name and "Human Resources and Recruiting Manager" in the subject heading.

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