

# SHANGHAI AMERICAN SCHOOL

TITLE: RECRUITMENT AND RETENTION MANAGER  
LOCATION: SHANGHAI  
WORKDAYS: 210  
CONTRACT CATEGORY: SUPPORT STAFF

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **POSITION SUMMARY:**

The Recruitment and Retention Manager is a vital role within our school's Human Resources department, focusing on the attraction, selection, and retention of diverse, talented, and committed individuals who contribute to our educational community. Reporting to the Human Resources Director (HRD), this position plays a critical role in ensuring the school's staffing needs are met.

## **SUPERVISED, EVALUATED BY & REPORTS TO:**

Human Resources Director

## **COMPETENCIES:**

1. Talent Acquisition: Proficiency in identifying, recruiting, and onboarding individuals who align with our school's values and contribute to a diverse and inclusive community.
2. Diversity and Inclusion: A deep understanding of diversity and inclusion principles, and the ability to actively promote these values throughout the recruitment and retention processes.
3. Strategic Sourcing: Expertise in utilizing various recruitment sources and channels, such as job boards, social media, networking, and partnerships, to attract top talent.
4. Compliance and Fair Hiring Practices: Knowledge of applicable labor laws and a commitment to promoting equitable and non-discriminatory hiring practices.
5. Relationship Building: Strong interpersonal skills to build relationships with candidates, hiring managers, and external partners.
6. Data-Driven Decision-Making: The ability to analyze recruitment and retention data to inform strategies, optimize processes, and measure success.
7. Employee Engagement: A focus on creating and implementing initiatives that enhance employee engagement and satisfaction, leading to talent retention.
8. Communication and Presentation: Exceptional communication skills for effective interaction with candidates, staff, and stakeholders, and for representing the school at recruitment events.

## **DUTIES AND RESPONSIBILITIES:**

- Work closely with school administrators: Collaborate with administrators to gain a deep understanding of their hiring needs and job specifications, ensuring alignment between staffing requirements and the school's strategic goals.
- Job descriptions and vacancy posting: Develop comprehensive job descriptions that reflect the school's values and expectations. Post job vacancies on various recruitment platforms to attract a diverse pool of candidates.

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- Candidate screening and selection: Screen applications to identify qualified candidates, and select individuals who meet the criteria and values of the school.
- Interview processes: Conduct interviews to assess candidate eligibility and suitability, employing standardized interview processes designed to minimize bias and evaluate candidates objectively.
- Incorporate DEIB policies: Integrate the school's Diversity, Equity, and Inclusion (DEI) policies into every stage of the recruitment process, promoting inclusive hiring practices.
- Monitor Inclusivity Objectives: Keep records and track recruitment inclusivity goals, providing regular reports on progress and areas for improvement.
- Compliance and regulations: Ensure full compliance with local employment laws, regulations, and school policies throughout the recruitment process.
- Background checks: Work both independently and with third-party providers to conduct thorough background checks on selected candidates.
- Candidate records: Maintain a well-organized database of candidate records and other candidate relationships, ensuring data accuracy and confidentiality.
- Follow-up and record-keeping: Continuously follow up on the interview process status with candidates and hiring managers, maintaining up-to-date records in the internal database.
- New hire support: Provide ongoing support for new hires' orientation throughout their first year with the school, ensuring a smooth transition into the school community and promoting their long-term success.
- Employer Branding: Work with the Marketing and Communications Office and the HRD to develop a recruitment and retention strategy rooted in value proposition.
- Represent the school at international recruitment fairs and other events: Act as a representative of the school at international recruitment fairs and other events, promoting the school's values, culture, and opportunities to potential candidates.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.