

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: FACULTY RECRUITMENT COORDINATOR
SCALE: Faculty Salary Scale
CONTRACT DAYS: up to 191
LOCATION: Worldwide with appropriate synchronous availability during SAS work hours

POSITION SUMMARY:

Reporting to the Director of Human Resources, the Faculty Recruitment Coordinator is responsible for guiding and supporting teacher and educational leader recruiting in collaboration with division Principals, Heads of Campus, Director of Human Resources, and the Head of School.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Human Resources

PREFERRED QUALIFICATIONS:

- Minimum of a Bachelor's degree; Master's degree in Ed Leadership or Human Resources preferred.
- At least 3 years of experience as an international school recruiter or equivalent.
- Familiarity with teaching and learning at SAS preferred.
- Strong interpersonal, organization and communication skills.
- Ability to work independently, organize workload, work under periodic pressure and complete responsibilities with minimal supervision.
- Working knowledge of computer software and applications related to the position.

PERFORMANCE RESPONSIBILITIES:

- Maintain all SAS Careers communication channels
 - Review and respond to all direct applications that fall under the scope of this role.
 - Actively maintain all job postings on the SAS website and external partner sites
- Collaborate with all 6 division Principals to identify specific needs that exist for individual teaching positions (i.e. specific skills or knowledge, diversity preferences, etc.)
- Collaborate with school leaders and other appropriate stakeholders to identify any specific needs that exist for individual leadership positions
- Actively recruit candidates in line with identified positional needs
 - Screen applicants who apply directly via the SAS Careers e-mail
 - Gather written confidential references for qualified candidates to avoid the use of recruiting databases and the associated placement fees
 - Utilize professional network and other means to identify and actively recruit high quality candidates
 - Screen candidates recommended by current faculty or as requested by SAS leaders
 - Utilize recruiting databases to identify and actively recruit qualified candidates
- Conduct screening interviews to create a pool of candidates for each position
 - Screening interviews include (1) standard core questions, (2) questions specific to that role based upon positional needs, and (3) HR specific questions
- Recommend high quality candidates to Principals for second round interviews.

- Principals may choose to include VPs, HoDs, or others in the process or may choose to move directly to the reference check phase following Principal interviews before passing finalist candidates directly on to the Head of Campus.
- Conduct reference checks including the standard reference questions and any specific concerns Principals might have about a candidate.
- Create a draft Candidate Summary for finalist candidate(s) to send to Principal for further modification as needed before passing candidate on to HR Director and Head of Campus.
- Meet with finalist candidate to review salary and benefits package while awaiting final interview(s).
- Create LOI for finalist candidate.
- Make job offer if Principal does not wish to do so.
- Attend job fairs as needed.

SAS BELIEVES:

- That each employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.