



Title:	Talent/HR Coordinator	Salary:	50,000-60,000
Reports to:	Superintendent		
Created Date:	11/30/2021	Duration:	12 months
Updated Date:	11/30/2021		

Étoile Academy is founded on the belief that all students can learn and achieve at high levels when held to the highest expectations— regardless of their race, ethnicity, socioeconomic status, zip code, or home language. We will ensure that every student in grades 5 through 8 has the academic and character foundation necessary to succeed in high school, graduate from college, and pursue ambitious life goals. We have ambitious plans to grow starting in 2022-2023 and plan to eventually educate 5,000 students across 10 schools.

Talent/HR Coordinator

The Talent and HR Coordinator is responsible for ensuring that Etoile Academy has the highest quality talent serving our students and families. As an organization with ambitious goals, talent is a critical component to our success. The Talent and HR Coordinator is a member of the Leadership Team and will oversee Talent Strategy, Talent Development, Talent Acquisition, Talent Operations and Systems with support from the Superintendent and campus principals.

Responsibilities

Lead the Hiring Planning and Execution

- Work with hiring managers for status updates on filling positions
- Work with hiring managers to maintain integrity in filling postings on designated timeline/ contacting prospective candidates
- Work with hiring managers to write comprehensive JD for each position (or update existing ones)
- Application review (instructional and non-instructional)
- Initial phone screen of instructional and non-instructional candidates (lead teacher, mid-level)
- Completing all reference checks and background checks on finalist candidates
- General goal setting and reporting on Selection Progress aligned to the organization's Talent Calendar
- Coaching of hiring managers on selection of high-quality candidates

Build a Strong Talent Pipeline

- Sourcing and screening talent in line with Etoile's existing approach, as well as identifying areas for improvement
- Set goals and priorities for candidate sourcing; works for partnerships; monitors sourcing and strategic decision on effectiveness of the sourcing pool
- Work to establish new relationships and pipelines for prospective teachers including (but not limited to) UTSA, Trinity, TFA, City Year, Referrals, UTPA, LinkedIn
- Events management to attract new candidates: school tours, recruitment fairs, open houses
- Work directly with marketing department to enhance social media/all media outreach

Budget Management

- Manage Talent and HR budget and ensure line items are within 5% variance



Supporting Staff

- Planning and leading basic HR onboarding for new staff
- Working with our vendors to oversee all HR including benefits, compensation, personnel management, and any resignations/terminations
- Provide resources to staff so they can thrive at Etoile and bring their best and highest selves to our students and families.

We look for team members that embody our REACH values. This includes the characteristics below.

- Believes and is committed to our mission and being an agent of change: that all students are capable of getting to and through college
- Has demonstrated effective outcomes and results, and wants to be held accountable for them
- Has a propensity for action, willing to make mistakes by doing in order to learn and improve quickly
- Works with urgency and purpose to drive student outcomes
- Thrives in an entrepreneurial, high-growth environment; is comfortable with ambiguity and change
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization
- Works through silos and forges strong relationships in order to achieve outcomes
- We believe in education as a profession and hold ourselves to high level of conduct, professionalism and behaviors as models for our colleagues and students.

Qualifications

- Bachelor's degree or higher required
- A minimum of two years experience in talent and/or HR
- Measurable evidence of results in previous positions
- A commitment to working with underserved, urban youth
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Open to feedback, desire to continue development as a professional and willingness to take responsibility for student outcomes and achievement
- Alignment with school's mission and core values

Apply Now

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.