



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

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JOB OPPORTUNITY WITH TEACH FOR CANADA

Director of Teacher Recruitment

Teach For Canada is looking for a dynamic, hard-working, team-oriented person to lead our nation-wide teacher recruitment strategy.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$68,000 - \$77,000 per year plus benefits
Start date:	February 6, 2019
Location:	Toronto, Ontario with occasional travel
Closing date:	January 7, 2019
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Interview dates:	Phone Interviews: January 10, 2019 Interview and Office Experience: January 14, 2019
Desired experience:	4+ years of work experience in management, HR, operations, programs, or related fields

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Director of Teacher Recruitment, this means working several evenings and weekends during the year and travelling to our Advisory Council meetings and Summer Enrichment program. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.



Your Responsibilities

The Director of Teacher Recruitment will report to the Vice President of Programs and will be responsible for the recruitment, selection, and matching of Teach For Canada teachers. You will have six direct reports: three Teacher Recruitment Managers, a Teacher Selection Manager, a Teacher Recruitment Coordinator, and a Teacher Matching Coordinator. Responsibilities include:

Departmental Strategy:

- Develop annual strategy for teacher recruitment, selection, and matching
- Develop department's budget and monitor expenses
- Lead individual project planning for staff
- Revise departmental practices and policies to be in line with legal requirements and best practices
- Lead monthly quantitative analysis, qualitative reviews, and strategic pivots

Programming:

- Lead the revision of the teacher application, teacher selection criteria, and community-teacher matching database
- Launch new technology to increase efficiency and effectiveness
- Maintain relationships with strategic partners, such as Deans of Education
- Support staff with teacher selection weekends, recruitment events, matching process, and escalated issues, as needed
- Collaborate with other departments on TFC programming

People Management:

- Interview and on-board new Teacher Recruitment staff members
- Communicate staff responsibilities and promote communication within the department
- Coach staff and conduct performance reviews
- Manage data compliance, structures, and consistency in Salesforce, Asana, and Dropbox
- Promote healthy work-life balance among department's staff

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are results focused:** You enjoy setting goals, creating actionable plans, and being held accountable for outcomes. You reflect on results to continually improve.
- **You are relationship oriented:** You go the extra mile to help someone reach their goals
- **You communicate clearly:** You write well and speak eloquently. You appreciate nuanced language that is inspirational and honest.



- **You are a jack-of-all tech:** You are highly proficient with Microsoft Office, Salesforce CRM, and data management. You learn other tech quickly.
- **You are a team player:** You recognize the strengths of others, collaborate well, and crave feedback.

Application Process

Please send **one** PDF file containing a resume and cover letter addressed to Katie Vander Wielen to apply@teachforcanada.ca by **11:59pm Monday, January 7, 2019**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

