

HUMAN RESOURCE MANAGEMENT PLAN

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NCSU Fall 2019
Dr. Hicks

MISSION AND VISION

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MISSION:

RIVERSIDE HIGH SCHOOL WELCOMES, ENGAGES, EXPOSES, AND EMPOWERS A DIVERSE COMMUNITY OF LEARNERS TO FOSTER CRITICAL THINKING AND PREPARE STUDENTS FOR LIFELONG LEARNING AND ENGAGED GLOBAL CITIZENSHIP.

VISION:

RIVERSIDE HIGH SCHOOL GRADUATES WILL BE SELF-RELIANT GLOBAL CITIZENS WHO MAKE THEIR MARK AS POSITIVE AND CONTRIBUTING MEMBERS OF THEIR COMMUNITIES.

CORE VALUES

PRIDE: WE TAKE PRIDE IN OUR INDIVIDUAL AND SCHOOL IDENTITIES, AS WE HAVE AN IMPACT ON BOTH OUR SCHOOL COMMUNITY AND OUR LARGER SOCIETY. WE BELIEVE THE DIFFERENCES AMONG US MAKE US STRONGER TOGETHER AND INSTILL PASSION IN US TO MAKE A DIFFERENCE. THIS PASSION DRIVES OUR COMMUNITY TOWARDS THE PURSUIT OF EXCELLENCE IN ALL ASPECTS OF OUR LIVES.

INTEGRITY: WE BELIEVE INTEGRITY IS THE FOUNDATION DRIVING OUR ACTIONS. WE DO WHAT IS RIGHT EVEN WHEN NO ONE IS LOOKING. WE ACCEPT RESPONSIBILITY FOR OUR ACTIONS, SUCCESSES, AND FAILURES.

RELATIONSHIPS: WE WILL BUILD RELATIONSHIPS THROUGH OPEN AND HONEST COMMUNICATION WITH ALL STUDENTS AND FAMILIES IN ORDER TO CONNECT EACH STUDENT TO LEARNING. THESE RELATIONSHIPS ENCOURAGE STUDENTS TO PUT FORTH THEIR BEST EFFORTS IN CHALLENGING AND DIVERSE CURRICULA, RELEVANT PROJECT-BASED ACTIVITIES, EXTRACURRICULARS, AND COMPETITIVE ATHLETIC PROGRAMMING.

CORE VALUES CONTINUED... . .

ACCOUNTABILITY: WE ARE AN EFFECTIVE ORGANIZATION COMMITTED TO ONGOING PLANNING AND REFLECTION TO ENSURE PROGRESS TOWARD OUR GOALS. WE ARE HOLDING OURSELVES ACCOUNTABLE TO OURSELVES AND TO OUR COMMUNITY.

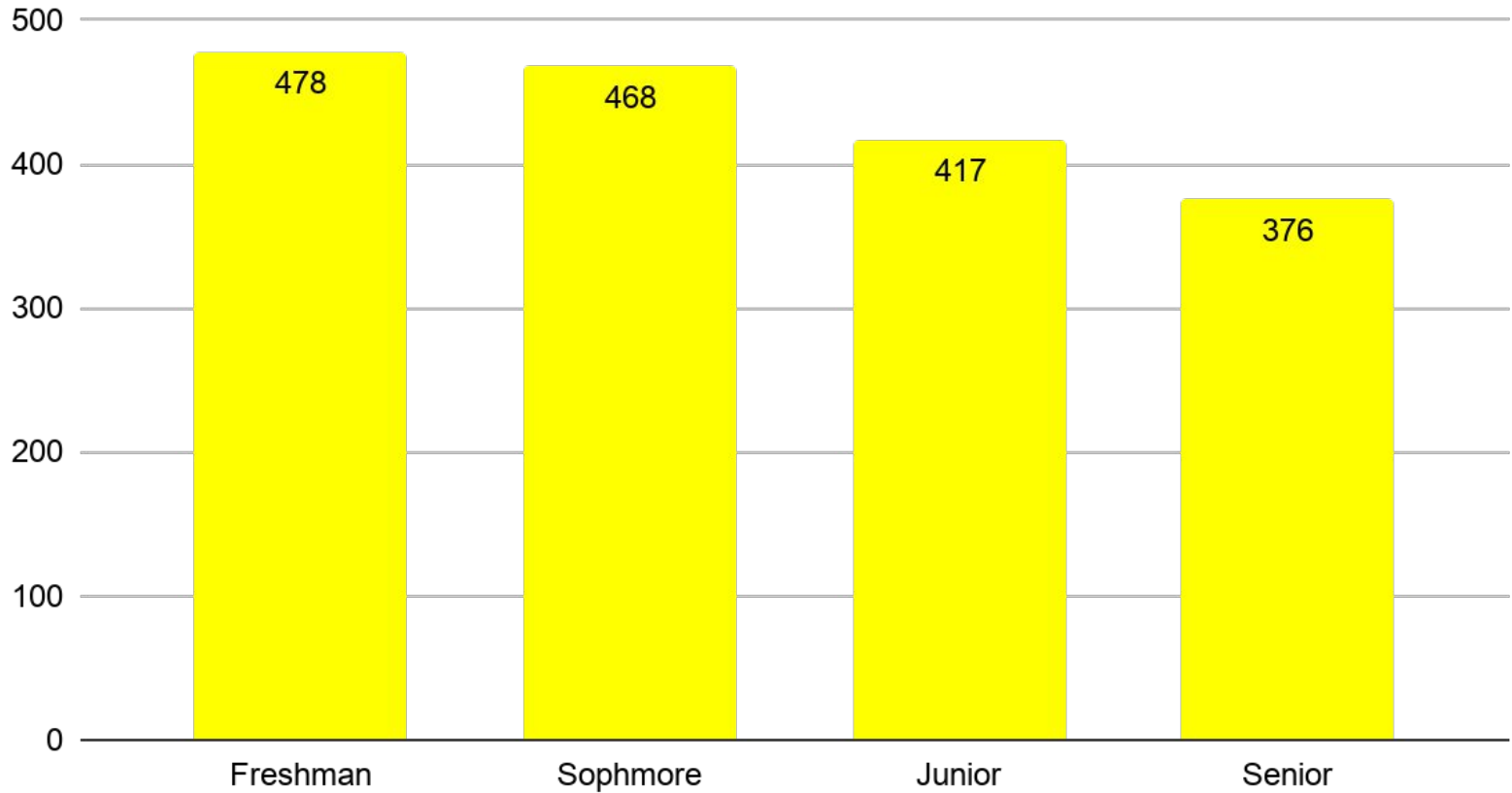
TEACHING AND LEARNING: WE ALL ARE RESPONSIBLE FOR CULTIVATING AN ATMOSPHERE CONDUCIVE TO TEACHING AND LEARNING. WE PROMOTE AN OPTIMAL LEARNING ENVIRONMENT WHERE STUDENTS OF DIVERSE BACKGROUNDS ARE ABLE TO SUCCEED. OUR COMMUNITY HAS HIGH EXPECTATIONS OF ALL STAFF MEMBERS AND EXPECTS CHALLENGING INSTRUCTION WITH THE ULTIMATE GOAL OF INSPIRING STUDENTS TO BE LIFELONG LEARNERS.

EMPOWERMENT: WE BELIEVE IN THE POWER OF THE INDIVIDUAL VOICE. WE WANT TO INCREASE THE CAPACITY OF THE INDIVIDUAL TO MAKE CHOICES AND TRANSFORM THOSE CHOICES INTO DESIRED ACTIONS.

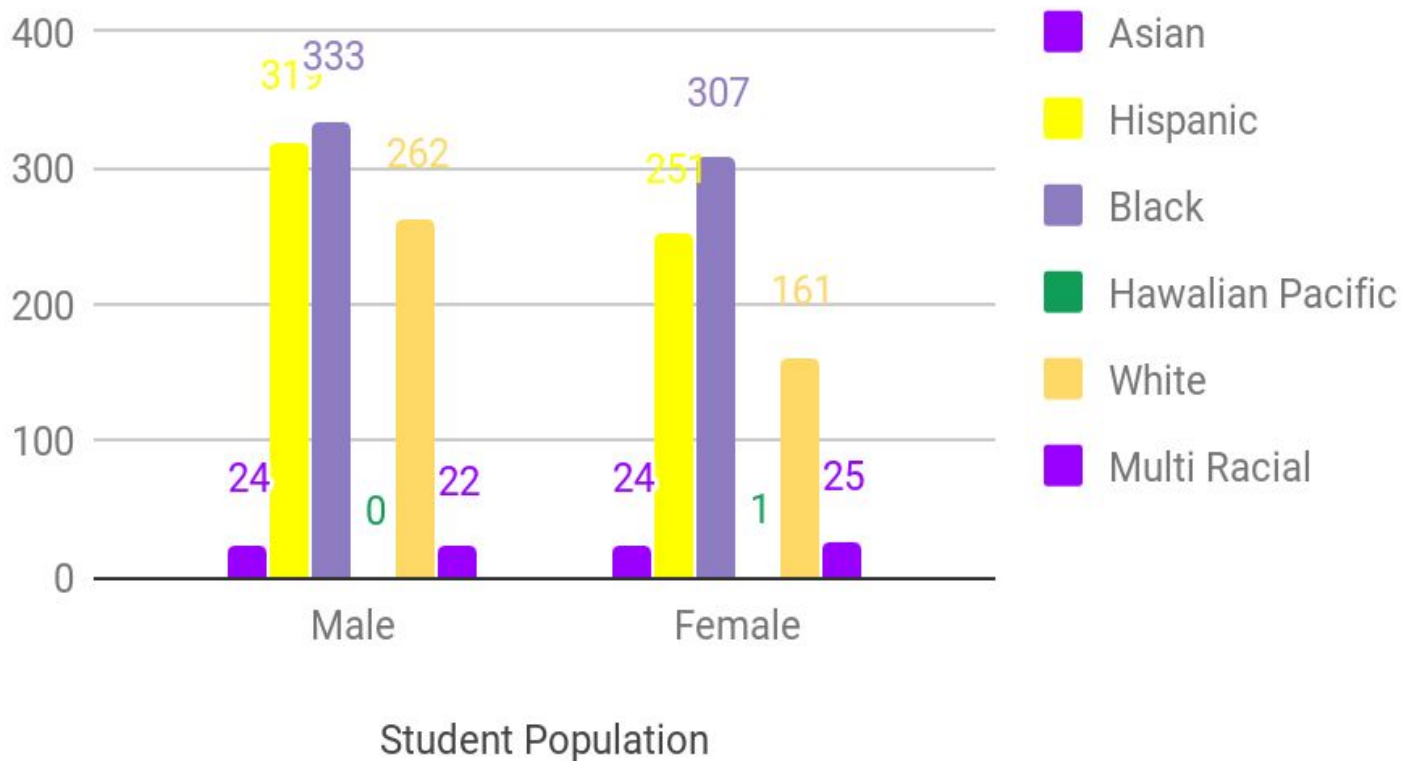
STUDENT DEMOGRAPHICS

RIVERSIDE HIGH SCHOOL HAS A STUDENT POPULATION OF 1734. RIVERSIDE IS THE SECOND-LARGEST SCHOOL IN THE DISTRICT. MALE STUDENTS ARE THE VAST MAJORITY OF THE STUDENTS AT RIVERSIDE HIGH. THE STUDENT POPULATION AT RIVERSIDE HIGH SCHOOL IS VERY DIVERSE. MAJORITY OF THE STUDENTS WHO ATTEND RIVERSIDE HIGH SCHOOL IDENTIFY AS AFRICAN AMERICAN AND LATINO. THE CAUCASIAN POPULATION IS HALF THE POPULATION OF OUR MINORITY STUDENTS.

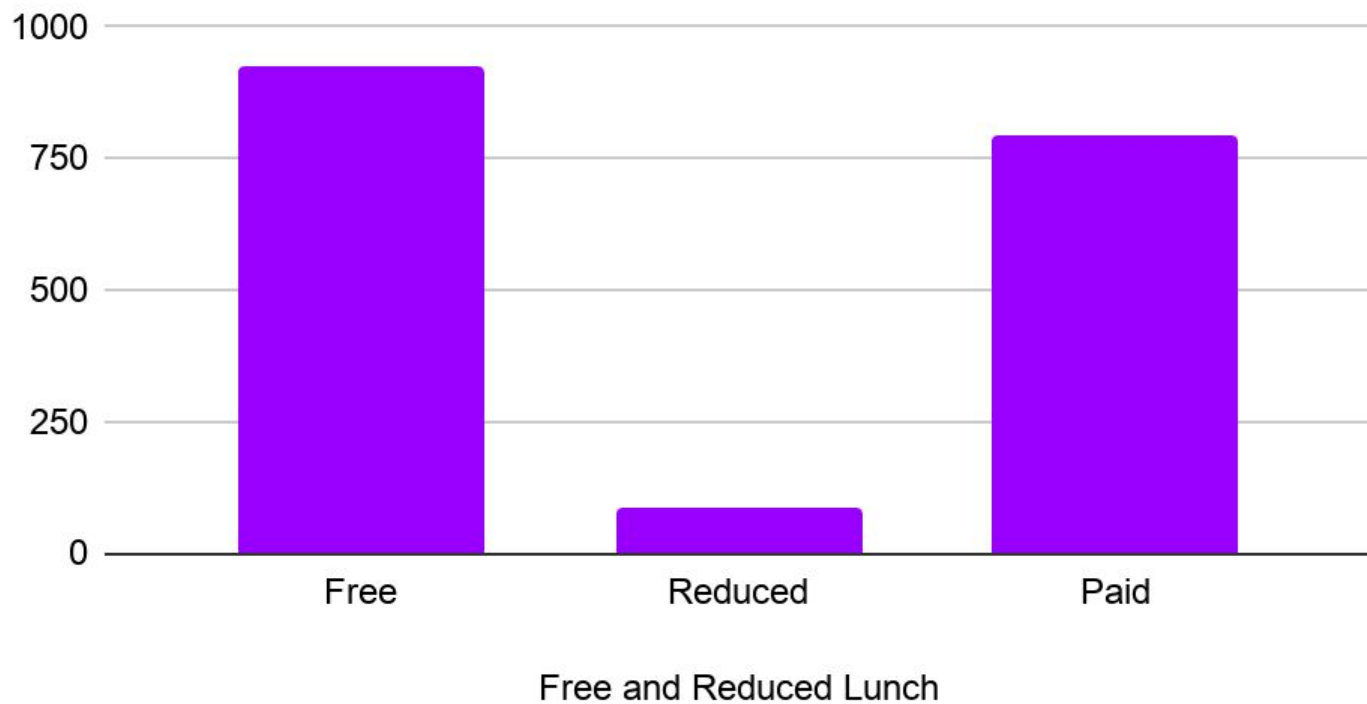
Student Population



RHS Student Population



Riverside High School



TEACHER DEMOGRAPHIC

PLEASE USE THE LINK BELOW:

[Human Capital Table](#)

TEACHER WORKING CONDITION

PLEASE USE THE LINK BELOW:

[TWC Results](#)

HUMAN RESOURCE PRACTICES

RECRUITMENT

AT RIVERSIDE HIGH SCHOOL, THE ASSISTANT PRINCIPAL OVER THE DEPARTMENT WITH A VACANT OPENING IS RESPONSIBLE FOR FILLING THE POSITION. THE ASSISTANT PRINCIPAL SEARCHES APPLITRACK FOR POTENTIAL CANDIDATES, FOLLOWED BY REVIEWING THE CANDIDATES' RESUME, AND FINALLY CONDUCTING A PHONE CONFERENCE. THE CANDIDATE COMES IN TO PARTICIPATE IN A FORMAL INTERVIEW WITH AN INTERVIEW PANEL THAT CONSISTS OF THE DEPARTMENT ASSISTANT PRINCIPAL, TEACHING AND LEARNING COACH, DEPARTMENT CHAIR, AND A VETERAN TEACHER IN THE SCHOOL. PRIOR TO THE INTERVIEW THE PANEL EACH REVIEWS THE CANDIDATE'S RESUME. DURING THE INTERVIEW EACH MEMBER OF THE PANEL ASK PRE-DEVELOPED QUESTIONS PROVIDED BY THE DISTRICT USING THE ROUND-ROBIN STRATEGY. AFTER THE INTERVIEW HAS CONCLUDED THE PANEL DISCUSSES THEIR THOUGHTS AND NEXT STEPS.

RECRUITMENT WITHIN THE DISTRICT

- ❖ DISTRICT JOB FAIR
- ❖ POST ON DISTRICT JOB SITE
- ❖ APPLITRACK (DISTRICT HIRING WEBSITE)

ONCE HIRED, THE DISTRICT OFFERS A TWO-DAY TRAINING TO ALL NEW EMPLOYEES DURING THE FIRST WEEK OF MANDATORY WORK DAYS. THE TRAINING IS HELD AT THE STAFF DEVELOPMENT BUILDING AND PROVIDES NEW TEACHERS A CHANCE TO MEET AND GREET INDIVIDUALS IN THE DISTRICT.

SELECTION

- ❖ RIVERSIDE HAS DEVELOPED INTERVIEW QUESTIONS
- ❖ THE ADMINISTRATOR OVER THE DEPARTMENTS CONDUCTS THE INTERVIEW ALONGSIDE DEPARTMENT CHAIRPERSON, TEACHERS, AND INSTRUCTIONAL FACILITATOR.
- ❖ TEAMS DEBRIEF AFTER CONDUCTING THE INTERVIEW
- ❖ ALL NOTES FROM THE INTERVIEW AND RESUMES ARE COLLECTED AND FILED AWAY
- ❖ REFERENCES ARE CHECKED BY ADMINISTRATION
- ❖ A RECOMMENDATION IS MADE TO HR BY THE PRINCIPAL
- ❖ ONCE HIRED, THE NEW STAFF MEMBER COME IN TO MEET WITH OUR PRINCIPAL MS. WILLIAMS
- ❖ RIVERSIDE ADMINISTRATION CONDUCTS NEW TEACHER ORIENTATION ON THE FIRST DAY OF SCHOOL.

STAFF DEVELOPMENT

THE DISTRICT PROVIDES PROFESSIONAL DEVELOPMENT OPPORTUNITIES TO ALL DURHAM PUBLIC SCHOOL EMPLOYEES ON EARLY RELEASE DAYS. EACH DEPARTMENT IS REQUIRED TO ATTEND A REQUIRED TRAINING TO DISCUSS AND LEARN NEW STRATEGIES THAT CAN BE IMPLEMENTED IN THE CLASSROOM AND BUILDING TO INCREASE STUDENT SUCCESS.

RIVERSIDE HOLDS MONTHLY DIGITAL TRAINING MEETINGS TO INCREASE THE AMOUNT OF TECHNOLOGY IMPLEMENTED IN CLASSES. THE SCHOOL'S FOCUS IS LITERACY, SO THE SCHOOL ALSO OFFERS LITERACY PD TO EACH DEPARTMENT. IT IS AN EXPECTATION THAT ALL TEACHERS IMPLEMENT LITERACY IN THEIR LESSON ACROSS ALL CONTENT AREAS.

SUPERVISION,
EVALUATIONS, AND
ACTION PLANS

SUPERVISION

RIVERSIDE HIGH SCHOOL HAS 5 ASSISTANT PRINCIPALS AND MS. WILLIAMS WHO IS THE PRINCIPAL. EACH ASSISTANT PRINCIPAL IS OVER TWO OR MORE DEPARTMENTS. THE ASSISTANT PRINCIPALS HOST MEETINGS, ASSIGN ACTION PLANS, AND MAKE ALL DECISIONS ABOUT THEIR DEPARTMENT. EACH AP IS ALSO OVER A SPECIFIC GRADE LEVEL AND IS RESPONSIBLE FOR ALL DISCIPLINE CONCERNS.

MS. WILLIAMS OVERSEE AND CHECK-IN WITH EACH ASSISTANT PRINCIPAL TO ENSURE THEY ARE HOLDING THEIR DEPARTMENT ACCOUNTABLE. MS. WILLIAMS HANDLES MAJOR DISCIPLINE PROBLEMS, AND SERVES AS A MEDIATOR AMONG THE STAFF.

EVALUATIONS

MS. WILLIAMS DESIGNS AN EVALUATION SCHEDULE FOR ALL ADMINISTRATION. EVERY ASSISTANT PRINCIPAL IS ASSIGNED A GROUP OF TEACHERS ASIDE FROM THE TEACHERS THEY ARE SUPERVISING TO EVALUATE. THE THIRD EVALUATION IS FROM A DIFFERENT ADMINISTRATOR TO PROVIDE DIFFERENT FEEDBACK ON STANDARD I AND IV.

THE PRINCIPAL RESIDENT AND 4 VETERAN TEACHERS COMPLETE PEER EVALUATIONS FOR BEGINNING TEACHERS.

ACTION PLAN

THE ADMINISTRATOR OR ASSISTANT PRINCIPAL OVER THE DEPARTMENT IMPLEMENTS ACTION PLANS FOR TEACHERS. THE PLAN IS DISCUSSED WITH THE TEACHER AND BEFORE IT IS IMPLEMENTED, MS. WILLIAMS HAS TO APPROVE AND SIGN OFF ON THE PLAN. THE ASSIGNED ADMINISTRATOR MEETS WITH THE TEACHER EACH WEEK AND REPORTS THEIR MEETING MINUTES TO MS. WILLIAMS TO DISCUSS NEXT STEPS.

INSTRUCTIONAL TIME

- ★ DAILY SCHEDULE
- ★ HOMEROOM SCHEDULE (EVERY MONDAY)
- ★ EXTENDED HOMEROOM SCHEDULE (1ST 10 DAYS)
- ★ 2HR-EARLY RELEASE SCHEDULE
- ★ 2HR-DELAY SCHEDULE

| Normal Schedule - Tuesday - Friday | |
|------------------------------------|-------------|
| 9:00 - 10:20 | 1st Period |
| 10:30 - 12:00 | 2nd Period |
| 12:00 - 12:55 | Smart Lunch |
| 1:00 - 2:30 | 3rd Period |
| 2:35 - 4:00 | 4th Period |

| Home Room Schedule - 1st 10 Days | |
|----------------------------------|---------------|
| 9:00 - 10:20 | 1st Period |
| 10:25 - 12:00 | 2nd Period/HR |
| 12:05 - 1:00 | Smart Lunch |
| 1:05 - 2:30 | 3rd Period |
| 2:35 - 4:00 | 4th Period |

| Extended Homeroom Schedule | |
|----------------------------|------------------------|
| 9:00 - 10:15 | 1st Period |
| 10:20 - 12:25 | 2nd Period/Extended HR |
| 12:25 - 1:20 | Smart Lunch |
| 1:25 - 2:40 | 3rd Period |
| 2:45 - 4:00 | 4th Period |

| 2hr-Early Release Schedule | |
|----------------------------|-------------------|
| 9:00 - 10:00 | 1st Period |
| 10:10 - 11:15 | 2nd Period |
| 11:20 - 12:25 | 3rd Period |
| 12:30 - 1:40 | 4th Period |
| 1:40-2:00 | Grab and Go Lunch |

| 2hr-Delay Schedule | |
|--------------------|-------------|
| 11:00 - 12:00 | 1st Period |
| 12:05 - 1:20 | 2nd Period |
| 1:25 - 1:50 | Smart Lunch |
| 1:55 - 2:55 | 3rd Period |
| 3:00 - 4:00 | 4th Period |

PERSONAL ANALYSIS

I BELIEVE RIVERSIDE HIGH SCHOOL UTILIZES SOME GOOD HR PRACTICES. AS WITH ANY SCHOOL, THERE IS ALWAYS ROOM FOR GROWTH. ONE AREA THAT I WOULD CONCENTRATE ON IS ENSURING TO FILL EVERY VACANT SPOT WITHIN THE SCHOOL. FINDING QUALIFIED STAFF IN A SHORT AMOUNT OF TIME CAN BE A HARD TASK, WHICH CAUSES ADMINISTRATORS TO HIRE INEFFECTIVE STAFF OR LEAVE THE POSITION VACANT FREQUENTLY. I UNDERSTAND THE HIGH DEMAND FOR TEACHERS, SO ESTABLISHING A POSITIVE WORK ENVIRONMENT IS ESSENTIAL FOR RETAINING STAFF. UNDER THE NEW LEADERSHIP OF MS. WILLIAMS, 92% OF STAFF FELT THIS WAS AN EXCELLENT PLACE TO WORK, AND THERE WAS A DECREASE IN TEACHER TURNOVER. HOWEVER, STARTING THE YEAR WITH VACANT SPOTS IS NOT IDEAL FOR ANY SCHOOL.

CREDITS

Durham public schools: <https://www.dpsnc.net/domain/78>

Public School Data: <http://www.ncpublicschools.org/data/reports/>

Riverside High School Home Page: <https://www.dpsnc.net/domain/57>