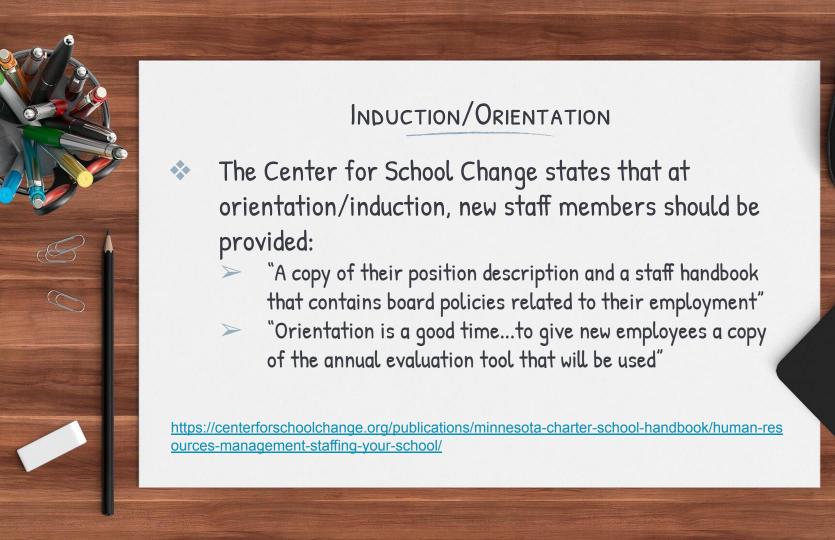




ORIENTATION

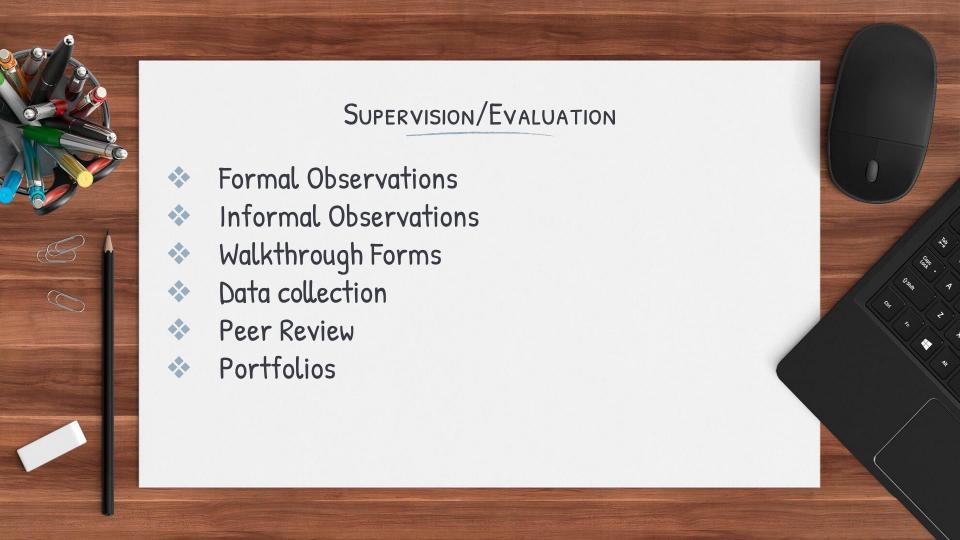
- New Teacher Orientation
- Beginning Teacher program (3 years)
- Mentor Teacher
- Observe veteran teachers
- Instructional Support (Academic Resources)
- Summer Introductions (Grade level meet and greet)
- Professional Development
- Meet and greet (begin during the summer)
- School Tour
- Interview staff members
- Observe multiple school activities (lunch, recess, transitions, meetings, planning, etc.)

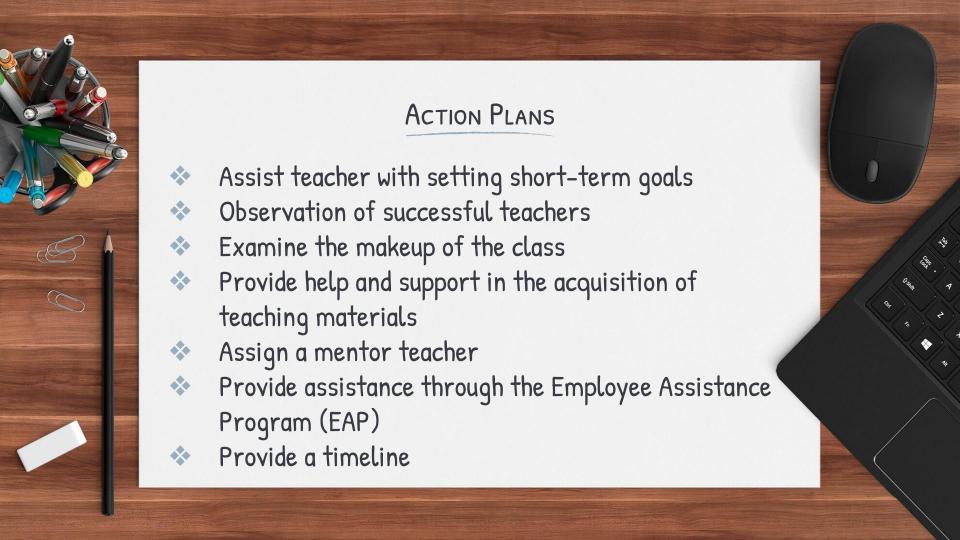




STAFF DEVELOPMENT

- Training in curriculum development, alignment, and implementation
- Training in instructional strategies
- Climate Improvement
- Incentives
- Supervision
- Technology
- Mandatory District Trainings
- PLC training







INSTRUCTIONAL TIME

The entire school community should work together to maximize instructional time for each of our students.

Grade level teams or departments should have common planning time and spend time also discussing student behaviors and data. This will all inform instructional planning.

While core academic learning is important, the opportunity for play/recess time is also essential, especially in elementary schools.

* "In 2017, the Centers for Disease Control and Prevention (CDC) recommended at least 20 minutes of recess a day at the elementary school level."

https://www.edutopia.org/article/time-play-more-state-laws-require-recess



PORTIA'S SUMMARY

Every school has a human resource plan that is used to recruit and retain teachers. Some schools in need of teachers will hire a teacher to put in a classroom and not put forth the effort to build the learning community for effective teaching and learning. The teacher generally feels overwhelmed and unsupported. Any human resource plan implemented to fidelity provides a positive learning community that fosters student achievement. Plans that do not incorporate strategies for recruiting and introducing staff leaves room for a shortage of educators and a lack of student achievement. It is crucial to develop an effective plan for recruiting and retaining teachers, especially new and innovative teachers who are entering the education field.



WILL'S SUMMARY

Intentionality is key in best practices for human resource management. From recruitment to induction and orientation, school leaders must intentionally and purposely plan every step of the way. If one step is done poorly, it may adversely affect an employee's job performance.

When school and district leaders are **intentional** with human resource practices, new faculty and staff members are much more likely to succeed in their jobs, leading to more success and growth for students.



Human Resource Management Part III

Portia Harmon NCSU Fall 2019 Dr. Hicks

Mission

We seek to inspire and motivate individuals to focus on the success and equity for all students and their families. To build authentic relationships with all stakeholders to cultivate a learning environment conducive to grow each child, individually, to their fullest potential, academically and socially.

Vision

We seek to welcome, engage, expose, and empower a diverse community of learners to encourage students to be self-reliant global citizens who make their mark as positive and contributing members of their communities.

Recruitment

- Attending the annual job fair event within the district is a great way to recruit inspiring educators. The district job fair provides schools a chance to promote the innovative learning experiences offered to teachers and encourage future educators to come be apart.
- College visits is also a great recruitment tool. So often we expect the community to come into our domain, but sometimes we have to step into their comfort zone to get results.
- ★ Teacher recommendation is another method that can be used to recruit teachers. Current educators can help promote the authentic learning experiences they provide students and encourage others to join the education field.

Recruitment continued...

- Advising staff within the building (internal recruiting) is a great way to inspire future educators. We have teacher assistance and support staff that are familiar with our routines and procedures and know the students we serve, but unsure on next steps. Encouraging these individuals with a chance to accelerate their career would not only benefit them but also the students they serve.
- ★ Social media continues to be a popular promoting tool.

 Promoting new opportunities within the school could also aid in teacher recruitment.

Selection Process

Administration reviews Applitrack for potential candidates. Candidates are selected from Applitrack based on criteria needed for vacancy. The candidate participates in a phone interview with an administrator as the initial interview. The phone interview is to notify candidate of interest and invite in for a formal interview. The candidate comes in for an interview with the interview panel. Prior to the interview each person on the panel will review the candidate's resume. During the interview each member of the panel will ask pre-developed questions provided by the district/developed by the team using the round-robin strategy. After the interview has concluded the panel will discuss their thoughts and next steps. If the team agrees on a candidate, the principal will meet the candidate in person and provide a formal tour of the school. A recommendation will then be submitted to Human Resources upon the principal's request.

Selection Process continued...

- Select an interview panel. The panel will consist of department/grade level chair, teachers, teaching and learning coach, support staff, and a representative from the administrative team.
- ★ Pre-Develop interview questions so everyone on the interview panel is familiar with the questions they will ask during the interview.
- rovide time for the interview panel to debrief after 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
- \star Once hired, the new staff member come in to take a tour of the school.

Introduction/Orientation

- ★ Tour of the school by the administrative team to become familiar with the learning facility. Show the new staff member their classroom.
- ★ Provide each grade level/department a planning day at the end of the summer to allow an opportunity for collaboration before the mandatory work days.
- ★ Allow the new employee to shadow a colleague for the first week to become acclimated with the procedures and processes of their new school.
- ★ Provide new teacher orientation to all new employees prior to the start of the school year. During the new teacher orientation, new teachers will participate in a meet and greet luncheon.

Staff Development

- **★** Classroom Management
- Technology
- **★** Multi-Tiered Systems of Support (MTSS)
- ★ Differentiation (What does it look like?) and resources
- Meeting the needs of Exceptional Children and AIG students (Available Resources)
- ★ Book Study
- ★ PLC/PLT training
- Instructional Practices

Supervision

- **★** Formal Observations
- **★** Informal Observations
- **★** Walkthrough Forms
- ★ Data collection

Action Plans

Prior to being in an action plan, the administrative team and instructional coach will support the teacher for the entire year. Professional development opportunities will be available for the teacher as a method of support. All interventions will be documented and weekly meetings will be held to discuss findings.

Action Plans

If further action steps are needed to assist with the profesional performance of a teacher then an action plan will be implemented. Action plans will be based on teacher performance, observations, and walkthrough. A timeline will be established for the teacher meeting proficiency. Data will be collected prior to placing a teacher on an action plan. The principal will require weekly meetings with the teaching and learning coach for assistance in facilitating effective lessons and classroom management. Documentation will be collected and reviewed to see the growth or regression of the teacher with the support provided.

Instructional Time

Schedules for the instructional day will be decided by the school improvement team (SIT). The team will create several samples of each schedule for the entire staff to review at the end of the school year. Based on the staff's decision, a school-wide scheduling model will be selected and implemented at the beginning of the school year.

Types of schedules:

- ★ 2-hour Delay schedule
- **★** Early Release
- **★** Resource Classes

Reflection

Based on the practices I have observed as an educator in different learning facilities and methods suggested in the text and class, I find these practices useful. The Human Resources Administration text is a great tool to review suggested strategies if the plans previously outlined causes deficiencies in the teacher and learning occurring in my school. I believe accountability for all stakeholders is key to establishing the potential learning environment I seek to provide as a future leader. As with any school, I am unsure if this plan will not be 100% perfect, but I do find these practices in assisting me as a current educator. My goal as a future leader is to establish a positive learning environment where all students and staff are excited about learning. To achieve my goal, I have to use all the provided resources to identify the best human management plan that will meet the needs of the audience I am leading.