

Human Resources and Professional Development Board Presentation

Feb 19, 2019



2017-2018 Human Resources

- Worked on getting a more accurate list of substitutes for all departments.
- Focused on hiring more certificated substitutes for the buildings.
- Focused on diversifying certificated staff throughout the district.
- Attended multiple Job Fairs throughout the state in order to diversify staff throughout the district.
- Attended multiple workshops/conference dealing with HR issues such as:
 - Affirmative Action
 - Hiring
 - Dismissal of an employee
 - FERPA
 - FMLA
- Began collecting data on employee attendance to:
 - better plan for substitutes throughout the year.
 - determine whether there are any attendance trends.

Human Resources Needs 2018-2019

- Create a job fair held in Sayreville
 - Goal Met - Our first job fair will be held on Saturday, April 13, 2019.
- Preschool teachers for Project Before if program continues to expand.
 - Goal Met – The program expanded and we were able to hire a qualified P-3 teacher for the program.
- Armed police officers for all buildings.
 - Goal Met – All buildings have at least one armed police officer.
- CCLs for middle school/high school.
 - Goal Not Met – Continuing to work on this through other means.

Human Resources Needs 2018-2019

- What is a Bomber?
 - Goal Partially Met – Working with the Culture and Climate committee began discussion on what it means to be a bomber.
 - Survey – Developed. Being reviewed by C and C committee end of February. Final survey will be sent out to:
 - staff
 - parents
 - high school students

2019-2020 Human Resources

- Establish a better division of labor in the HR department in order to improve productivity and speed the hiring process, especially as it relates to the hiring of substitutes.
- Working with Technology Department to better utilize current HR software in order to process applications faster.
 - Currently working on developing a substitute pipeline.
 - Future pipelines include:
 - a job fair pipe line (utilized to track which job fairs provide the district with the most candidates).
 - certificated staff pipeline
 - non-certificated staff pipeline
 - maintenance/custodial pipeline

2019-2020 Human Resources Continued:

- Working with technology to better utilize a number of reports currently available to HR in order to track multiple areas including:
 - Attendance
 - Observations
 - Diversity
- Length of time a job posting takes to fill.
- Continue to attend university job fairs and make connections and establish partnerships with universities and colleges.

2019-2020 Human Capital Needs

HIGH SCHOOL:

- Physical education teacher
- Science Teacher
- School Counselor

MIDDLE SCHOOL

- Physical education teacher
- ASI Teachers

PROJECT BEFORE/PRESCHOOL

- Director of Preschool

2019-2020 Human Capital Needs Continued

DISTRICT

- Full time Campus Security Monitors during the school day and 2 part time CSMs for evenings.
- Cafeteria Aides for SWMHS and SMS
- Accountant
- Building and Grounds Night Supervisor
- Technology Engineer
- Technician Help Desk – (Multi-purpose position)
 - Help desk
 - Support staff for the technology director
 - Support staff for the security specialist
 - neither position have any direct office support staff

2017-2018 Professional Development

- Worked with ScIP committees and principals throughout the district to focus on individualized professional development needs for the buildings.
- Established and developed PD Drop-ins at all buildings.

2018 - 2019 Professional Development

- Worked with administrators to orchestrate four (4) day professional development over the summer for elementary staff in regard to [Responsive Classroom](#)[®] training.
- Worked with elementary administrators to provide training for SEL program for recess, [Playworks](#)[®].
- *Drop-Ins – So far this year 17 drop-ins with 128 faculty/staff members receiving small group and/or individualized PD.*
- [What else have we done?](#)

2019-2020 Professional Development

- Accepted as part of NJ [Teacher Leader Network](#) Cohort 3
- Established and continue to expand the usage and utility of the Teacher Resource Center ([TRC](#))
- Continue to develop offerings in PD through [Sayreville University](#).

ANY
QUESTIONS?



Teacher Leader Academy

- July, 2016 – Sayreville Achievement Coaches invited to Trenton to provide feedback on initial development of the NJDOE Teacher Leader Endorsement, Teacher Leader Law, and Teacher Leadership Standards.
- September 2017 – Sayreville Leadership Academy opens for aspiring administrators. Discussion begins for a Teacher Leader Academy.
- December 2018 – Applied and Invited to participate in the NJDOE Teacher Leader Network. What does this mean for Teacher Leaders in the Sayreville School District?

Teacher Leader Academy

- [NJDOE Overview](#)
- The New Jersey Teacher Leader Network (NJTLN) was established by the New Jersey Department of Education (NJDOE) so that its members could collaborate around a shared mission of developing teacher leaders to positively impact student outcomes.
- **Goals:**
- Develop and share thinking that informs the development of high-quality teacher leader programs, and;
- Provide a set of guiding principles and recommendations for building strong, sustainable teacher leader initiatives in school districts. (NJAchieve)
- **Sayreville Teacher Leader Academy Overview/Goals**
- NJTLN participation will help to develop the academy and certificate staff with a local endorsement until approved criteria become available by state. Ultimate goal of the Sayreville Teacher Leader Academy is to apply and be accredited as a Teacher Leader Endorsement provider.
- Continue to foster Teacher Leaders in Sayreville. Current teacher leaders include SU presenters and turn-key trainers, Mentor Induction Coordinators, RTI Teams, Title 1 Teachers, Committee members.
- Identify a future for Teacher Leaders in Sayreville – Instructional Coaches, [Program Developers](#)

Special Services involvement:

- Coordinated ST Math training for Project Before teachers
- Working with building admin and CPI to create cohesive reference binders and crisis plans
- Organized McKinney-Vento training for secretaries
- Paraprofessional trainings
- Organized yearly restraint training for staff (paras, teachers, admin)
- Working on requested seizure training

New Teacher Institute:

- Working to revise/improve program over the next two years in order to better target the needs being met for teachers.
- Added Year 3 workshop this year.
- Individual support for struggling teachers (both tenured and non-tenured).

Current out of district income for SU: **\$1,875.00** (\$1000+ more than last year's total).