

FLEMING COUNTY SCHOOLS

Recruitment & Retention Plan

Human Resources

2016-2017

OUR MISSION

To inspire each student to extraordinary achievement every day

VISION

An unwavering focus on powerful and engaging learning experiences that prepare students for college, career and life success

CORE BELIEFS

1. All students should graduate college and career ready.
2. All students should have a safe, clean and secure environment that is free of bullying and that creates opportunities for learning.
3. Student engagement is critical to student success.
4. Partnerships with all stakeholders are vital to student success.
5. FCS should be fiscally sound and maximize resources for student success.
6. FCS should honor diversity and create equity across the district.
7. FCS should identify, recruit, retain and develop the best employees.

PURPOSE

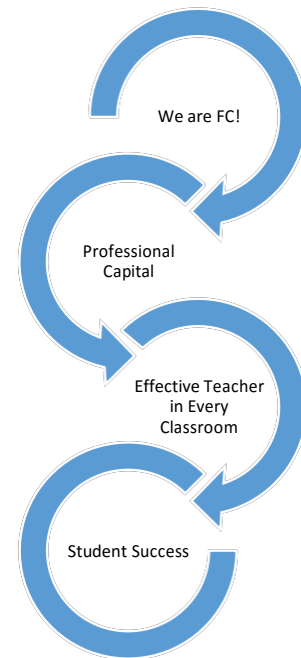
The 2016-17 Recruitment and Retention Plan serves as the blueprint for hiring and retaining employees in the Fleming County School District. This is the first phase of a multi-year development process of attracting, developing and retaining highly qualified teachers and staff at our schools and across the district.

A key element to student success is highly qualified and dedicated employees focused on educating the whole child. FCS is dedicated to recruiting the best employee.

THE FC EMPLOYEE

Fleming County Schools are committed to employing the best candidates for our students. Fleming County Schools employees need to have all of the following qualities:

- ✓ Life-long learner
- ✓ High Expectations for students and themselves
- ✓ Open to change
- ✓ Has a positive attitude and work ethic
- ✓ Sense of responsibility and focused
- ✓ Driven and focused on student achievement
- ✓ Team player and helpful to others
- ✓ Collaborative
- ✓ Values diversity



WE ARE FC! HIRING PROCESS

Beginning mid-year, 2015-16, the Fleming County School District hiring process was modified and updated. The goal was to recruit and retain the highest quality employee, as well as making it a collaborative and thoughtful process with stakeholder input. Our current practice maximizes stakeholder involvement, but minimizes timelines to ensure the highest quality candidates are hired.

Recruitment & Retention

FCS are attracting the most highly qualified candidates to our schools, but we are engaging in competitive compensation for all of our staff.

Staffing

Classrooms and school sites will have qualified staff at all levels that maximize student engagement. A staffing handbook guides principals and staff to ensure staff to student ratios are optimized for maximum effectiveness and engagement.

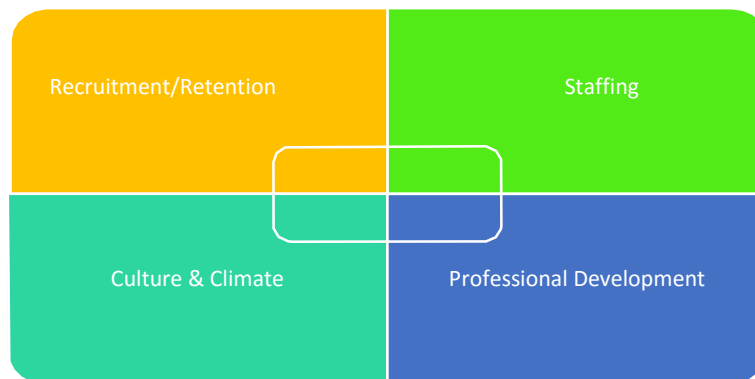
Culture & Climate

We are committed to maximizing teacher and employee collaboration for effective teaching and learning. Teachers engage in professional learning communities.

FCS needs the most highly qualified staff leading and teaching our students. This calibration will further synthesize and provide the coherence for the hiring and retention process.

Professional Development

Research-based professional development opportunities are offered throughout the school year for certified and classified staff. Effective teaching and learning is the cornerstone to student achievement and preparing students to be college and career ready.



ADVERTISING POSITIONS

Potential applicants can apply for positions on the Fleming County Schools District webpage. We also promote FCS in the following locations:

- Local colleges and universities
- Kentucky Department of Education (KDE) (KEPS)
- American Speech-Language Hearing Association (ASHA)
- National Association of School Psychologists (NASP)
- Association of Kentucky School Administrators (KASA)

RECRUITMENT

FCS has formalized relationships with colleges and universities. We have strengthened these partnerships and will continue to systematize the pipeline of well-prepared future employees.

HARD TO FILL POSITIONS

We actively pursue all avenues to recruit and retain employees for all positions. The following positions are considered a critical shortage and FCS is taking measures to recruit highly qualified candidates to these positions. There are many reasons that attribute to the difficulty in filling these positions. These include: lack of quality candidates, lack of candidates with the appropriate qualifications, competition with other districts and business settings, and limited enrollment in the preparation programs for the type of candidates needed.

Certified Teaching Positions

- English Language Learner
- Special Education Teacher
- School Psychologist
- Speech & Language Pathologist
- World Languages
- Visual/Performing Arts
- English
- Mathematics

DATE/MONTH	RECRUITMENT/HIRING ACTIVITY
January 2017	Staffing Allocations (action) Prepare recruitment trips Finalize recruitment trip details Revise and publish recruitment brochures, fliers and videos Revise and finalize all screening materials and data tools Finalize letters of intent Share opportunities to serve as district representatives with administrators Register administrators and teachers for recruitment trips Prepare advertisement for upcoming year
February 2017	Staffing Allocations (action) Complete preparation for recruitment trips
March 2017	Staffing Allocations (action) Continue recruitment events, distribute Letters of intent, gather data for each trip Screen for potential Principal and Assistant Principal positions
April 2017	Staffing Allocations positions (action) Continue recruitment events, interview as available, distribute Issue letters of intent to all staff Issue non-renewal letter Issue Coaching obligation letters, contracts completed Consider staff transfer requests Issue reduction in duties/responsibility letters
May 2017	Complete Staffing Allocations funding and positions (action) Issue non-renewal by May 15 Issue reduction in duties/responsibility letters
June 2017	Staffing Allocations (action) Schools conduct interviews and district completes hiring process
July 2017	Conduct interviews and hiring process Schools conduct interviews and district completes hiring process Complete all site-based hiring by July 30
August 2017	Collect recruitment data and develop analysis of the overall effectiveness of the recruitment District Administration makes recommendations for 2017-18 recruitment plan

FCS HIRING PROCESS

Hiring Process Flowchart

Step 1

Director of Personnel-Greg Emmons

- Identifies position to be filled
- Reviews/edits job description
- Verifies funding source
- Reviews current staff to determine if internal transfer could fill vacant position
- If vacancy is a new position, submit for Board of Education approval to create position
- Obtains Superintendent's approval to post position
- Directs Personnel clerk to post vacant position



Step 2

Personnel Clerk- Angela Hughes

- Post vacant position in KEPS
- Post vacant position on Talent Ed. link on district website (district personnel tracking system)
- Contact local universities potential applicants (Recruiting)
- Collect applications for vacant positions thru Talent Ed.



Step 3

Director of Personnel-Greg Emmons

- Verify applicant's application credentials in Talent Ed and EPSB for certification
- Send qualified applicants to Principal

Applicant who are not qualified for position, all information filed with Personnel Clerk



Step 4

Principal/Project Coordinator

- Reviews Applications through Talent Ed. system
- Interview committee completes reference checks
- School conducts interviews
- Principal completes hiring checklist
- Principal completes MERR form
- Principal sends hiring recommendation letter along with hiring checklist and MERR Report to Director of Personnel for review

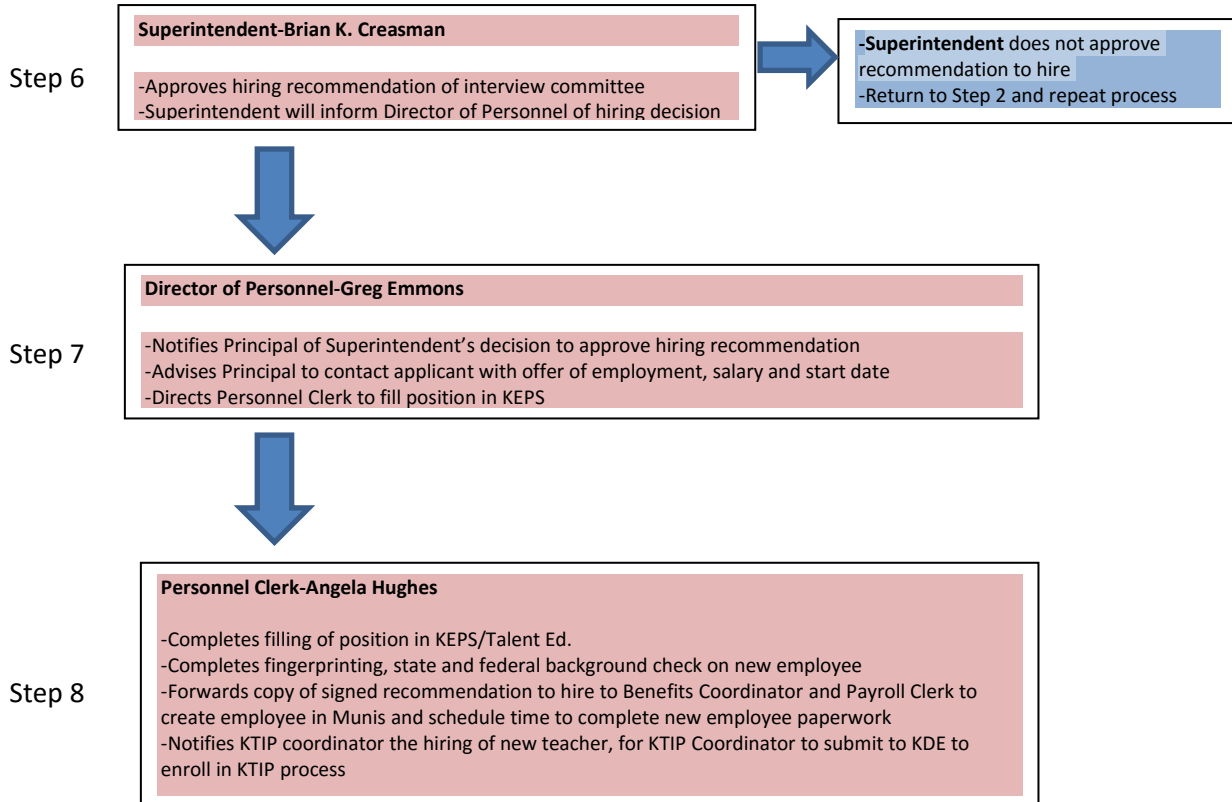


Step 5

Director of Personnel-Greg Emmons

- Reviews completed Employee checklist
- Verifies recommendation letter was completed by interview committee
- Contacts Superintendent that Hiring Process is complete
- Informs Superintendent of funding source for vacant position
- Informs Superintendent of employee start date





FLEMING COUNTY SCHOOLS MINORITY TEACHER RECRUITMENT PLAN

Fleming County Schools realizes the importance of providing students with opportunities to interact with students and staff from different racial, ethnic, and economic backgrounds. Furthermore, the Board of Education supports programs that provide integrated learning experiences for our students. Included in the district's efforts in this regard is the active recruitment of minority teachers. The district will continue to recruit, hire, and retain minority staff as important steps in the district's overall commitment to attract and hire the most qualified people to provide the best possible educational experiences and learning opportunities for all students.

The following actions will be implemented to the extent possible with regard to minority recruitment:

Recruitment

- Advertise in newspapers from communities with a high minority population.
- Utilize the resources and applications made available by the KDE Minority Teacher Recruitment Program.
- CTREAP – Internet site available nationwide
 - School Spring – National Educational Internet Site

Hiring

- Review district hiring/interviewing procedures and ensure racial and cultural sensitivity.

Retention

- Provide an orientation program and support network for all teachers including minorities.
- Schedule periodic meetings throughout the year for all first year teachers.
- Conduct and analyze exit interviews to analyze why teachers leave the Fleming County School District

Affirmative Action: Equal Employment Opportunity

The Fleming County Board of Education will provide equal employment opportunities for all persons without regard to race, gender, color, religious creed, national origin, age, sex, sexual orientation, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education directs the administration to set as a goal, the recruitment, selection and employment of qualified people among all racial and ethnic groups.

The Board of Education requests an annual report from the Superintendent concerning the extent to which the above mentioned affirmation action program goals are being achieved.

No advertisement of employment opportunities may by Intent or design restrict employment based upon discrimination as defined by law.

