

Tumwater School District No. 33

Affirmative Action Plan

2015-2018

A. Reaffirmation of Policy – Introduction/Purpose

The District, as a recipient of public funds, is committed to undertake affirmative action, which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of employment procedures to reflect our community and student population, with progress toward goals reported annually to the board. Such affirmative action shall also include recruitment, selection, training, education, educational equity for students and other programs.

The Superintendent shall develop an affirmative action plan, which specifies the personnel procedures to be followed by the staff of the District, and shall ensure that no such procedures discriminate against any individual. This plan is designed to promote outreach, recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District's standard of excellence.

B. Dissemination of the Plan and Policies

The District's Affirmative Action Policy and Procedures (Number 5010) are readily available on the District website www.tumwater.k12.wa.us. A statement of the District's equal opportunity policy will be disseminated on an annual basis as follows:

To the general public through at least one annual inclusion in the monthly newsletter mailed to all patrons of the district;

In all notifications of employment opportunities through the Public Schools Personnel Cooperative; and,

In all bid documents and contractors undertaking work for the District.

C. Staff Responsibilities for Implementation and Evaluation

The Human Resources Director will use strategies to achieve the purpose of the District's Affirmative Action Program, including:

Trained staff members on interview panels to ensure diversity and Affirmative Action goals/criteria are achieved;

Continue working with sites regarding non-discrimination and the value of diversification of the work force;

Continue developing positive relationships and contacts with community groups, local non-profits, associations and the ESD 113 Personnel Cooperative to further the District's Affirmative Action/Equity goals and purpose; and,

Continue to set annual goals for hiring and professional development purposes, which will promote diversity within the workforce.

The Superintendent of the District has the overall responsibility for the development, implementation, coordination and monitoring of the Affirmative Action program. He/she will appoint an Affirmative Action Officer, who will have the authority to represent him/her in these matters and to assure the district is meeting its obligations. The District's Affirmative Action Officer is:

Kim Howard
Communications and Community Relations Coordinator
621 Linwood Avenue SW
Tumwater, WA 98512
(360) 709-7000

In addition, an Affirmative Action/Equity Committee will be formed. The committee's role is to be an advocate for the TSD's Affirmative Action/Equity goals.

D. Problem Areas Identification

Based upon an analysis of the certificated and classified categories of employment, discussion with the Affirmative Action/Equity Committee, as well as administrative input, the following areas have been identified as ongoing focus:

- **Ethnic Minorities**

The analysis shows that the District has made little progress towards diversifying the Tumwater School District work force and needs to continue to work in this area. Efforts must be made to work with the ESD Personnel Cooperative, and partner with neighboring school districts, to enrich the candidate pool with ethnic minority candidates at all levels.

- **Interactions, Attitudes and Language**

Discussion shows that the District, through professional development and training, needs to: address staff interactions that may be shaped by biased attitudes and could result in different treatment of students based on their race, sex, ability, ethnicity or other factors; examine attitudes that may be unintentional but may result in discriminatory behavior that affects student performance; and, monitor language for subtle or overt biases that can create or reinforce prejudicial attitudes.

- **Women and Gender Ratios**

The analysis shows that women, members of a protected group, are not under-represented within the District's work force at this time. However, since it is important to provide students with the opportunity to experience both male and female teachers, the District should continue the goal of enriching the candidate pool at the elementary level with more men.

E. Goals and Timelines

Goal 1: The District will continue to increase ethnic and minority representation by employing, retaining and promoting employees to reflect our community and student population.

Goal 2: The District will maintain a mix of male and female employees across all grade levels, content areas and employment classifications. In an effort to further decrease sexual stereotyping in employment, district staff will continue to work with the ESD Personnel Cooperative to enrich the diversity of qualified candidates for jobs. This includes hiring male staff at the elementary school level and maintaining a gender ratio falling between 45-55% men to women for both curricular and co-curricular positions at the secondary level.

Goal 3: The District will increase opportunities for interactions with people of diverse backgrounds through employment, volunteerism, tutoring, guest speakers and student advocates.

Goal 4: The District will continue to emphasize curriculum, practices and language that reflect the diversity of the community we serve.

Goal 5: The District will provide professional development, teaching strategies and effective communication to meet with needs of a diverse student population.

Goal 6: The District will develop and sustain partnerships with local non-profit agencies to increase access to available resources for all students.

Goal 7: The District will create an Equity Committee to support progress towards the District's affirmative action and equity goal. The committee will analyze available data, trends and needs and adjust or create additional goals as required.

F. Internal Audit and Monitoring System

The Affirmative Action Officer, in cooperation with the Human Resources Director, shall evaluate the effectiveness of the Affirmative Action Program and report to the Board annually. Annual reports shall include progress made towards accomplishing the District's Affirmative Action/Equity goals. The report will also include any recommendations for changes in the Affirmative Action plan