

**ORANGE COUNTY  
BOARD OF EDUCATION  
AGENDA ITEM ABSTRACT**

**Meeting Date: August 22, 2011**

**AGENDA ITEM No. 11-08-(2)-09**

**ACTION ITEM: (Y/N) N**

**SUBJECT: Human Resources Department's Service Report**

**INFO. CONTACT: Ms. Marcie Holland      **PHONE: 919-732-8126****

**ATTACHMENT: 1. Human Resources Department's Service Report List**

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**PURPOSE:** To present an overview of services and programs provided by the Human Resources Department in support of Orange County Schools' Board of Education, staff, and community stakeholders.

**BACKGROUND:** The Human Resources Department carries out a variety of programs and services within Orange County Schools. They are categorized as follows:

1. Staffing – Activities related to hiring of staff including licensed, classified, and substitutes.
2. Budget/Allotments – Activities and services associated with providing adequate human and financial resources for individual schools and departments.
3. Policies/Procedures/Compliance – Activities and program administration related to the implementation of federal, state, and local laws, policies, and procedures.
4. Professional Development and Support – Training and programs that assist and support various categories of employees.

Additionally, the Human Resources Department is exploring services that might be offered in the future.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** The Superintendent recommends the Board of Education receive the Human Resources Service Department's Report for information purposes.

## **Human Resources' Services Update Report**

### **August 22, 2011**

The Human Resources department seeks to provide timely, efficient, high quality assistance to the Orange County Schools' Board of Education, the district's schools, staff, and community partners.

#### Staffing

- Work directly with principals and central office staff to fill vacancies as they occur
- Facilitate the hiring of substitutes and interim teachers to appropriately cover absences and leaves of absence
- Lead the principal search process
- Facilitate licensure processes for current and new staff members
- Implement the Title II HQ Teacher Plan
- Direct the Human Resource Management System (HRMS) for position management and personnel data
- Monitor and review continuing education units for staff
- Provide administration and contract review for appropriate staff
- Facilitate recruitment for the district, including a focused effort on minority recruitment at HBCU's and the Online Minority Recruitment Expo and Job Fair
- Provide training and guidance for all staff regarding staff evaluation
- Oversee the hiring of substitute teachers and facilitate the district's use of SubFinder for substitute teacher placements

#### Budget/Allotments

- Monitor class size requirements throughout the district
- Review and update school-level position allotments
- Work with Finance Department in managing personnel-related budgets
- Assist in preventing and reconciling audit exceptions with the Payroll Department when they occur
- Prepare budget and allotment information for the Board, Superintendent and Principals as needed

#### Policies/Procedures/Compliance

- Revise Board of Education policies to comply with State and federal mandates
- Work with district webmaster to revise and update the OCS website for HR
- Assist in processing leave of absence requests to ensure compliance with statutory regulations
- Complete required surveys/reports (Teacher Turnover Report, Beginning Teacher Report, RIF Survey, Calendar Survey, October Vacancy Report, HQ Teacher Report, HQ Professional Development Report, HQ Paraprofessional Report)
- Provide direct assistance to principals and department supervisors with performance and misconduct concerns
- Oversee the maintenance and storage of personnel records

- Prepare, revise, and maintain the district's Detailed Scope of Work for the federal Race to the Top (RttT) grant, including audit and compliance procedures

#### Professional Development and Support

- Coordinate student teacher placements with several universities
- Organize and conduct the Beginning Teacher Institute for first year teachers
- Implement the Beginning Teacher program
- Oversee the National Board for Professional Teaching Standards (NBPTS) process for the district
- Revised and implemented a new Business Partners and Discounts webpage for OCS employees; maintain the website
- Facilitate the Teacher of the Year Process, Principal of the Year Process, Classified Employee Recognition Program, and Retirees' Celebration
- Oversee the school system's participation in the Duke Employee Assistance Program (EAP) for all employees
- Train and facilitate implementation of the new Assistant Principal Evaluation Instrument
- Review, correct, and maintain data for the online Teacher Evaluation System
- Train district level and school level staff in use of the online Teacher Evaluation System and Principal/Assistant Principal Evaluation System
- Provide training for administrators and staff in Title IX Regulations and Compliance
- Provide training in personnel procedures such as progressive discipline, duty to report, avoiding personnel blunders