

**Hattiesburg Public Schools  
Recruitment and Retention Plan  
New Teacher Induction Academy Guidance  
2024-2025**



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# Hattiesburg Public Schools Recruitment and Retention Strategic Plan and New Teacher Induction Academy Guidance 2023-2024

## Hattiesburg Public Schools Mission

*The mission of the Hattiesburg Public Schools is to educate all students to become productive citizens of a dynamic, global community.*

## Hattiesburg Public Schools Vision

*The vision of Hattiesburg Public Schools is to create a model teaching and learning environment that graduates EVERY student prepared for success in life, college, and the workforce.*

## Hattiesburg Public Schools Recruitment and Retention Plan and New Teacher Induction Academy Purpose

*The Hattiesburg Public Schools Recruitment and Retention Plan serves as the strategic blueprint for hiring/recruiting and retaining quality employees in the Hattiesburg Public School District. It is a yearly process of attracting, developing, supporting and retaining highly qualified teachers at schools across the district.*

## Hattiesburg Public Schools Recruitment and Retention Core Goals and Three-Part Process for High-Quality Teacher Induction and Support

1. Attract and retain a diverse and highly qualified, effective staff
  - a. Overview of Recruitment and Orientation Strategies
  - b. Outline for Timeline & Events for Recruitment from the Office of Human Resources
2. Provide ongoing professional development and support to staff to increase academic achievement
3. Provide a learning environment that attracts and retains diverse and qualified teachers and prepares them for success

## Part 1 - Recruitment Strategies Overview

1. Advertise Job openings (HPS District website, social media)
2. Job Fairs -(In-state and Out -of-state; Virtual)
3. Partnerships (University of Southern Mississippi and William Carey University)
  - Student Teacher Internship
  - Practicum Observation
4. “Grow Your Own” model
5. District Tour recruitment event
6. Financial Incentives
  - a. “Hard to Fill” Supplements
  - b. “Internships” - Senior Year of Student Teaching and HPS Applicant Partnerships

*\*Part 1 - Developed, Implemented, and Monitored by Office of Human Resources*

## Detailed Recruitment Activities and Timeline 2024-2025

Month	Recruitment/Hiring Activity <i>*Subject to Change</i>
April-October 15	<ul style="list-style-type: none"> <li>➤ Implementation of Hard-to-Fill Teaching Incentive               <ul style="list-style-type: none"> <li>○ Teaching positions deemed hard to fill will be eligible for a \$2,000.00 supplement.</li> <li>○ Recruit prospective student teacher residency candidates: Partnership with The University of Southern Mississippi Residency Program</li> <li>○ <b>Recruit prospective teacher residency candidates: Partnership with Willam Carey University STEM Program</b></li> <li>○ Recruit prospective teacher candidates for the Mississippi Teacher Residency Program (MTR): Partnership with The University of Southern Mississippi</li> </ul> </li> </ul>
August	<ul style="list-style-type: none"> <li>➤ Prepare for recruitment trips: Order recruitment materials</li> <li>➤ Register administrators and department heads for the upcoming recruitment fairs</li> <li>➤ Finalize the Recruitment Plan</li> </ul>
September	<ul style="list-style-type: none"> <li>➤ Prepare for recruitment trips</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Finalize Contingency Contracts</li> <li>➤ Inform certified faculty/staff that the deadline to receive payment for licensure upgrade is October 15</li> <li>➤ Inform certified faculty/staff that the deadline to receive payment for years of experience is October 15</li> <li>➤ Notify individuals who received a contingency of the approaching October 15 certification deadline</li> <li>➤ Notify certified faculty with expiring licenses</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Begin Recruitment Trips <ul style="list-style-type: none"> <li>o University of South Alabama</li> <li>o Mississippi State University</li> <li>o The University of Southern Mississippi</li> <li>o Delta State University</li> <li>o University of Mississippi</li> <li>o University of Alabama Birmingham</li> </ul> </li> <li>➤ Individuals who received a contingency contract must provide proof of certification by October 15</li> <li>➤ Deadline to receive payment for the license upgrade is October 15</li> <li>➤ Deadline to receive payment for years of experience is October 15</li> <li>➤ Notify certified staff with expiring licenses</li> <li>➤ Building Principals submit list of teachers on Plans of Improvement (POI)</li> </ul>
November- January	<ul style="list-style-type: none"> <li>➤ Continue recruitment events; interview candidates as needed; distribute Contingency Contracts if needed</li> <li>➤ Develop a recruitment master list of potential hires and forward it to Principals</li> <li>➤ Disseminate letters of intent for teachers, administrators, and directors</li> <li>➤ Letters of intent submitted/returned to the personnel office (certified)</li> <li>➤ District Tour recruitment event</li> <li>➤ Begin teacher Needs Assessment for the upcoming school year (Secondary and Elementary)</li> <li>➤ Notify certified faculty with expiring licenses</li> <li>➤ Notify individuals who received a contingency contract of the approaching February 15 deadline</li> </ul>

<p>February</p>	<ul style="list-style-type: none"> <li>➤ Continue recruitment events; interview candidates as needed; disseminate recruitment information <ul style="list-style-type: none"> <li>○ Mississippi College Recruitment Fair</li> <li>○ Belhaven College Recruitment Fair</li> </ul> </li> <li>➤ Individuals who received a contingency contract must provide proof of certification by February 15</li> <li>➤ Disseminate Non-renewal letters to administrators and directors (when applicable)</li> <li>➤ Disseminate letters of intent classified staff</li> <li>➤ Letters of intent submitted/returned to personnel office (classified)</li> <li>➤ Make recommendations for the reemployment of principals and directors</li> <li>➤ Building Principals submit a list of teachers on plans of improvement (potential non-renewals)</li> <li>➤ Building Principals submit a list of teachers that will be renewed (to include teachers with expiring licenses for contingency contracts)</li> <li>➤ Recommend returning certified staff to Board</li> <li>➤ Plan for HPS Career Fair</li> <li>➤ Finalize teacher need Assessment for the upcoming school year (Secondary and Elementary)</li> </ul>
<p>March</p>	<ul style="list-style-type: none"> <li>➤ Continue recruitment events; interview candidates as needed; distribute Contingency Contracts upcoming school year <ul style="list-style-type: none"> <li>○ University of Southern Mississippi College Recruitment Fair</li> <li>○ University of South Alabama College Recruitment Fair</li> <li>○ Delta State University College Recruitment Fair</li> <li>○ University of Mississippi College Recruitment Fair</li> </ul> </li> <li>➤ HPS Career Fair</li> <li>➤ Building Principals submit final renewal and nonrenewal of teachers on improvement plans. Employees recommended for non-renewal verify documentation (when applicable)</li> <li>➤ Building Principals submit a list of the employment status of classified staff to the personnel office</li> <li>➤ Post vacancies determined by the letters of intent and Needs Assessment</li> <li>➤ Distribute vacancy list to all employees who did not sign a letter of intent for potential transfer opportunities</li> <li>➤ Distribute contracts to existing staff (teachers, administrators, directors)</li> <li>➤ HPS Career Fair</li> </ul>

<p>April</p>	<ul style="list-style-type: none"> <li>➤ Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip <ul style="list-style-type: none"> <li>o Mississippi State University College Recruitment Fair</li> <li>o Mississippi University for Women College Recruitment Fair</li> <li>o Jackson State University College Recruitment Fair</li> <li>o Alcorn State University College Recruitment Fair</li> </ul> </li> <li>➤ Disseminate Non-renewal letters (when applicable)</li> <li>➤ Recommend certified staff being renewed from teachers on plans of improvement to the Board</li> <li>➤ Distribute contracts to certified staff being renewed for teachers on plans of improvement list</li> <li>➤ Finalized vacancy list for the upcoming school year</li> <li>➤ Publish finalized vacancy list for the 2024-2025 school year</li> </ul>
<p>May</p>	<ul style="list-style-type: none"> <li>➤ Conclude recruitment events</li> <li>➤ HPS Career Fair (if needed)</li> <li>➤ Recommend classified staff to Board</li> </ul>
<p>June</p>	<ul style="list-style-type: none"> <li>➤ Host HPS Career Fair (if needed)</li> </ul>

## Part 2 - Professional Development Strategies and Support

1. HPS provides orientations for newly hired employees to facilitate their successful transition.
2. HPS Teacher Induction Academy - *District Level*
  - A two year long induction program for novice teachers in the District (*Zero - 1 Year Experience*)
  - Quarterly meetings held on topics to enhance and build teacher capacity
  - Provide targeted and specific professional development based on New Teacher Induction Needs Survey
  - Opportunities for collaboration with peers across the District
3. Teacher Induction Academy - *School Level*
  - Provide support for novice and new teachers to the school buildings
  - Tailored professional development based on teacher needs
  - Mentor assigned to all teachers new to the school site
4. Communication and Feedback with Support (*District Level*)
  - Weekly wellness check- ins
  - Observational feedback and follow up with teachers face to face and via debriefing form
  - Goal Setting Conferences
  - Mentor Check Ins
  - Administrator Feedback and Follow up
7. Modeling and Coaching provided based on teacher needs (*School and District Level*)
  - Research Based Strategies (Marzano) and Engagement techniques
  - Classroom Management/ Learning Environment and Classroom Culture Building Strategies (*Harry Wong, etc.*)
8. New Teacher Support Resource Google Team Drive (*District Level*)
9. Professional Learning Communities (*PLCs*) (*School and District Level*)
10. District Level Support - Curriculum Specialist Support
  - Curriculum Specialist (one-on-one support to teachers, training, etc.)
  - Weekly Curriculum and Instruction Meetings to address needs and support for new/novice teachers by school site
  - Provide materials, supplies, and resources to teachers in a consistent and timely manner
11. HPS Master Classes (*ELA/Math/Science Teachers, Interventionists/Academic Coaches, & Counselors*)
12. Outreach support partnership with University of Southern Mississippi for New/Novice Teachers Zero - 1 Year Experience

***\*Part 2 - Developed, Implemented, and Monitored by Office of Curriculum and Instruction***

## Part 3 - Climate, Culture, and Relationship Building Strategies and Activities

1. New Teacher Featured Newsletter
2. New Teacher Survival Kits
3. Spotlights (District, School, and Social Media)
4. HPS TIA Class Yearbook
5. HPS Graduates Spotlight (2 Yrs)
6. Affirmations (notes, emails, etc)
7. Wellness Check Ins
8. Appreciation Days (monthly)
9. Amazing Educator Recognitions
10. New Teacher Shoutouts - Emails, Letters/Postcards Mailed Home, etc.

*\*Part 3 - Developed, Implemented, and Monitored by Office of Curriculum and Instruction*