

Increasing Educator Diversity Plan



District:	New Hartford Public Schools
Vision:	New Hartford Public Schools is an organization whose members work to acknowledge, respect, and empathize with all people. Our organization is intentional in hiring and sustaining diverse and highly qualified educators for equity, excellence, and success for all students.
Theory of Action:	If we create a district climate that is inclusive, supportive and celebratory of a culturally diverse staff, then all stakeholders will have a sense of welcoming, belonging and value. To accomplish this, we recruit, hire, support and retain a culturally diverse workforce this is best qualified and is aligned with our student demographics.
Team Lead:	Superintendent - Jeffrey Sousa
Team Members:	Superintendent, Director of Student Services, School Principals, Curriculum Coach, Central Office Personnel

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RECRUITMENT (Goal #1)								
Goal (What are we trying to do?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Create a system for potential candidates to build and awareness of our district.	Superintendent	Attend educator diversity recruitment conferences and job fairs sponsored by diverse community organizations or otherwise targeted toward diverse individuals.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel	Beginning 7/1/2024	1. Document the educator diversity recruitment conferences and job fairs that are attended by the district. 2. Document the number of contacts made at job fairs. 3. Document the number of contacts that submit applications for employment. 4. Document the number of applicants hired.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel will attend job fairs. The District will share informational materials (electronic and print) about New Hartford Public Schools, including website information, links to the school newsletters and a link to our employment page.	Due to the size of our New Hartford Schools, we have limited openings within our district in any given year. We are also in the process of reducing staff over the next several years due to declining enrollment. This will limit the expansion of our applicant pool. There will be times when we attend job fairs with minimal or no current open positions.	Sharing the dates and times of job fairs sponsored by diverse community organizations or otherwise toward diverse individuals needs to be shared with the New Hartford School Community and arrangements for the appropriate administration to attend need to be made.

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RECRUITMENT (Goal #2)								
Goal (What are we trying to do?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
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Expand our applicant pool and attract a more racially, culturally and linguistically diverse individuals to apply for open positions within the school district.	Superintendent	Attend educator diversity recruitment conferences and fairs sponsored by diverse community organizations or otherwise targeted toward diverse individuals. State in all employment postings that candidates of diverse backgrounds are highly encouraged to apply.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel	July 2024	Using Google Sheets to monitor how many applicatns are racially, culturally and linguistically diverse.	Add the appropriate language and tracking through Google Sheets for applications. This will monitor how many of our applicants are racially, culturally and linguistically diverse. Add to all employment postings that candidates of diverse backgrounds are highly encouraged to apply.	Due to the size of our New Hartford Schools, we have limited openings within our district in any given year. This will limit the expansion of our applicant pool. Currently we have 431 students (4 black, 420 white and 7 hispanic) 48 certified staff (1 black, 45 white {4 males}, 1 asian, and 1 hispanic). Demographics of our region are culturally homogenous. We want to be perceived as a welcoming and attractive organization that supports a culturally diverse workforce. We are currently in the process of reducing staff with declining enrollment There will be times when we attend job fairs with minimal or no current open positions.	The superintendent's administrative assistnat will maintain a list of sites where positions are being posted and will adjust the wording on all postings to include that candidates of diverse backgrounds are highly encouraged to apply. The human resources assistant will add tracking through Google Sheets which will monitor how many of our applicants are racially, culturally and linguistically diverse.

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HIRING & SELECTION								
Goal (What are we trying to do?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated?)
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Maintain an awareness of application review and interview process bias.	Superintendent	The District's administration will complete a tranining module on implicit bias and anti-bias in the hiring process. They will recognize and avoid practices that may result in bias such as considering residence proximity to the district, experience in the surrounding area districts, and referral by current employees as positive attributes of a candidate.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel	Starting 7/1/2024	As part of the interview process, discuss each candidate and why they were interviewed and/or selected for an interview to reduce possible bias.	Utilize common interview rating protocl to reduce subjectivity.	Ensure common hiring and selection proceeses across all school and district positions.	The District's administration will communicate with the interview committee the systems put in place to reduce possible bias.

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RETENTION GOAL #1								
Goal (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
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Participate in conversations between school districts with similar educational demographics to discuss retention strategies.	Superintendent	Participate in group conversation opportunities by pairing diverse hires with veteran diverse educators with teachers in partnering school districts with similar demographics (Region 14, Region 10, Region 1, Salisbury, Falls Village/Canaan, Sharon, Conrwall, Kent, Barkhamsted, Norfolk, Colebrook). We are partnering with our RESC (EdAdvance to host these conversations.	Superintendent	July 2024	A structure will be in place to connect diverse groups of educators between districts.	Collaboration with partner districts to create the conditions under which the conversations can flourish can flourish: release time, travel time/reimbursement.	The conversations may need to be held virtually to increase participation and reduce the time commitment required.	EdAdvance will connect with representatives from similar districts to develop a network of opportunities.

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RETENTION GOAL #2								
Goal (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
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Further develop and sustain a climate and culture in which all educators feel welcomed, valued and part of the New Hartford Family.	Superintendent	Pair all new hires with a tenured teacher to support them in their transition into New Hartford Public Schools and have administration check in with all new employees on at least a monthly basis.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel	Current practice	The Superintendent and the entire administrative team will meet with new faculty members at the beginning of each school year. Building administration will also check in with new faculty members at various times throughout the school year.	We will continue to utilize tenured teachers and our administration to support new employees.	Due to the size of our school district we many not have tenured teachers in academic areas or grade leves that align to the new employee's content area. Support might have to be offered by individuals in different grade levels and academic departments.	The District's administration will communicate and align the tenured teacher support for all new hires.

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RETENTION GOAL #3								
Goal (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal? (position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
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Identify areas for improvement in retaining faculty.	Superintendent	Survey the certified and non-certified faculty to asses how supported they feel and identify areas for improving retention.	Superintendent, Principals, Special Education Director, Elementary Administration, Central Office Personnel	Starting 7/1/2024	The results form the survey that certified and non-certified faculty will complete to asses retention strengths and areas of improvement.	Google Form for the retention survey.	Certified and non-certified faculty taking the time to respond to the survey.	Superintendent and Principals will develop the retention survey and share with the administrative team for revisions prior to its release.